

Summary Report

****Summary of Curriculum Vitae: Carolyn Muthikwa Musyoka****

****Personal Details:****

- 1 ****Name:** Carolyn Muthikwa Musyoka**
- 1 ****Date of Birth:** 23rd September 1989**
- 1 ****Marital Status:** Married**
- 1 ****Nationality:** Kenyan**
- 1 ****Contact:** +254714 920 315, Cmusyoka91@gmail.com**
- 1 ****Languages:** English, Kiswahili, Kikamba**

****Professional Profile:****

- 1 Highly organized administrative professional with expertise in office management, document handling, and executive support.

****Education:****

- 1 ****Diploma in Secretarial Studies:** Machakos University College (2012-2016), Overall Grade: Credit**
- 1 ****Certifications:** Computer Packages from Machakos Technical Training Institute (2012)**
- 1 ****Secondary Education:** Kenya Certificate of Secondary Education, Mitaboni ABC Girls Secondary School (2006-2009), Grade: C (plain)**

****Work Experience:****

- 1 ****Secretary to the Principal:** David Mbiti Wambuli Technical and Vocational College (Oct 2020 - Present)**
 - 1 Improved office data security and document integrity by 95%.
 - 1 Streamlined meeting preparations and established a confidential filing system.
- 2. ****Administrative Secretary:** Lukenya University (Aug 2016 - Sept 2020)**
 - 1 Handled 95% of inquiries efficiently and maintained a comprehensive database.

1 Enhanced campus security and contributed to a 40% increase in student enrollment.

3. ****Intern:**** National Hospital Insurance Fund (Aug 2013 - Oct 2013) and James Finlays (K) Chomogonday Tea Factory (Nov 2013 - Dec 2013)

1 Assisted in report writing and gained secretarial process understanding.

****Key Skills and Competencies:****

1 ****ISO 9001:2015 Certification & Customer Service Training****

1 ****Secretarial & Administrative Proficiency:**** Microsoft Office Suite, Google Workspace, database management.

1 ****Core Competencies:**** Organizational skills, professional communication, teamwork, integrity, flexibility.

1 ****Technology & Digital Proficiency:**** Cloud-based solutions, ERP systems, basic troubleshooting.

****Other Achievements:****

1 Played a key role in developing multiple university programs at Lukenya University.

****Hobbies and Interests:****

1 Networking, organizing events, mentoring, reading business and self-improvement books.

****Referees:****

1 Dr. Paul Mutwiwa Mwanja, Deputy Vice Chancellor - Academic Affairs, Lukenya University

1 Prof. Maurice Amutabi, Former Vice Chancellor, Lukenya University

1 Ms. Mary Nzau, Administrative Assistant, Lukenya University

This CV highlights Carolyne's extensive experience in administrative roles, her educational background, and her key skills and achievements in enhancing office efficiency and security.