BILL MUINDE MUTUA

Tel: Tel: +254 716803933/738063991

Email: mutuabill674@gmail.com

Objective

I am a highly motivated community development professional and technology interested person. I am a committed and articulate individual with the ability to work with others to achieve set organizational goals, priorities, and outcomes. A professional with various internship exposure on child development. I have developed skills on facilitating beneficiary home visits, coordination of communications between the beneficiaries and the sponsors as well as updating beneficiaries’ information on an online system.

I have a great passion for learning and developing my skills for great performance.

I am currently seeking for an opportunity at your organization where I can achieve both organizational and personal development goals as I serve the mission of the organization.

Key Competencies

* Ability to handle competing task while prioritising them.
* Effective communication and collaboration abilities with colleagues and clients.
* Customer focused for service delivery.
* Hard working and professionally versatile and consistent.
* Great writing and organizational skills.
* Results oriented.
* Attentive to details and accuracy in work.
* A team player and adaptable to working in multicultural environments.
* Ready and willing to work long hours.

Professional Exposure

June 2022 to 19th October 2022: COMPSSION INTERNATIONAL

POSITION: INTERNSHIP – PROGRAM SUPPORT DEPRT.

Compassion International Kenya is a Christian Child Development organization focusing on holistic child and youth development. My main areas of focus included Food security and livelihood (FSL), Youth Development (YD) as well as Complimentary Interventions (CIV).

Key Responsibilities

* Resource mobilization through proposal writing based on identified needs for both youth programming and partner capacity building.
* Engagement of relevant vendors for procurement of goods and services based on the approved and funded proposal.
* Program quality and impact assessment through regular program monitoring and evaluation framework.
* Facilitation of Youth programmatic activities like entrepreneurship training and competition for funding purposes.
* Supporting sponsor/donor relations agreements like activities completion reports.
* Providing departmental support on administration tasks like video conferencing and recording

December 2019, to March 2020: KALOLENI CHURCH OF GOD CHILD DEVELOPMENT

CENTRE

POSITION: INTERNSHIP

Key Responsibilities

* Facilitation and coordination of letter writing to the sponsors by the beneficiaries (sponsored children and youth).
* Coordination of the submission of beneficiaries’ letter to the sponsors.
* Providing support to beneficiaries by depositing school fees to the various schools and communicating the same to the school accounts office.
* Uploading children’s medical reports into an online platform for the national office decision making like medical interventions (Compassion Connect).

July 2nd 2018 to December 7th 2018: LIFE SPRING CHAPEL CHILD DEVELOPMENT CENTRE

POSITION: INTERN SOCIAL WORKER

Key Responsibility

* Responsible for coordinating of home visitations for both the beneficiaries and the survival mothers.
* Assisting the beneficiaries in correspondence letter writing to their sponsors.
* Filling and uploading children’s folders in an online platform, known as Compassion Connect.
* Participation on proposal writing for the various identified child development Center) needs.
* Participation in budgeting process as we as distribution of gifts to the beneficiaries.

December 2016 to May 2017 DESTINY LIFE CHURCH (FORMALY BREAKTHROUGH INTERNATIONAL CHURCH) POSITION: VOLUNTEER.

Key Responsibilities

* Handling banking of church collections every Monday.
* Petty cash payment and filling of vouchers.
* Running office errands like purchasing of supplies.
* Providing support on security matters like controlling visitors to the church office.
* Travelling with the driver to droop kids from school. ▪ Cleaning the classrooms.

January 2013 to date: DESTINY LIFE CHURCH, SYOKIMAU, (DESTINY WORLD)

POSITION: SUNDAY SCHOOL TEACHER

PHOTOGRAPHER (MEDIA DEPARTMENT)

Responsibility

* Teaching children the word of God.
* Ensuring that children have a necessary learning material based on their age group (notebooks, pens, and a bibles).
* Capturing images (photos and short video clips) for the church website.
* Photo editing for the church social media communications and website.
* Directing online camera projections during Sunday service.

January 2015 to July 2016: NYAHURURU HIGHWAY SCHOOLS

Key Responsibility

* 1. Assistant Journalist
     + Responsible for coordinating the collection of the relevant material for the club.
     + Providing support to the chair of the club like chairing meeting when the chair is not available.
  2. Basketball
     + Coordinating the team activities like the training sessions.
     + A player in the first team of the school.

Educational background

# Academic/Professional Qualifications

* September 2019 to date: Bachelor’s degree in Co-operatives and Community Development at The Cooperative University of Kenya.
* May 2017 to December 2018: Diploma in community development and social work at the cooperative university of Kenya.
* January 2015 to December 2016: Kenya Certificate of secondary education at Nyahururu Highway Schools.
* February 2011 to December 2014: St. Thomas Aquinas, Katheka Boys Secondary School.
* 2002 to 2010: Kenya Certificate of Primary education at Happyland Preparatory School.

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| Professional short courses: |  |
| ▪ January 2023: | Six Lean sigma White Belt Certification |
| ▪ May 2020 to January 2021: | Foundations of Everyday Leadership, |
| ▪ May 2020 to January 2021: | Google Cloud Fundamentals: Core Infrastructure, |
| ▪ May 2020 to November 2020: | Technical Support Fundamentals Coursera |

Personal interests

* + Relating with Children.
  + Photography.
  + Computer and IT discovery.
  + Videography.
  + Basketball.

Referees:

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| Bishop Phillips Katutu  Senior Pastor  Destiny Life Church  NAIROBI  Cell: 0721445663 | Dr Samwel Mwaniki  Program Support Manager  Compassion International  KENYA  Cell: 0721-525-793 | Abigail Moses  Project Director  Lifespring Chapel  Child Development Center  NAIROBI,  Cell: 0725821791 |