**CHARITY GAYA Email:gayaflo95@gmail.com Phone: 0771489831**

**Objective**

Innovative and independent professional is seeking a job as executive director of a company where my expertise in management and planning can help move the company forward.

**Summary of Qualification**

* Possess exceptional planning and organizational skills.
* Outstanding ability to manage and lead a company toward achievement of its goals.
* Capable of motivating and encouraging employees to excel.
* Exceptional written and oral communication skills.
* Excellent ability to solve problems and find solutions.
* Creative thinker with a keen eye for detail.

**Career Experience/Job History**

**2015-2016:  Assistant Project Manager, Lettas Buy and Build Company.**

* Assist in strategic planning of the company and set annual targets to be attained by all departments.
* Monitor performance of all departments and identify problem areas for improvement.

**2016:2017: Public Relations Manager, Talcum Company.**

* Identify **main** client groups and audiences and determine the best way to communicate publicity information to them
* Write interesting and effective press releases, prepare information for media kits and develop and maintain company internet or intranet web pages.

**Education**

2013-2015:  Bachelor’s degree in International Relations (IR), University of Nairobi.

**Professional reference will be furnished upon request.**