

CURRICULUM VITAE

PERSONAL DETAILS

Name	: Jackline Njoki Nyaga	Tel	: 0708375797
Date of Birth	: 13 th Aug 1994	ID No	: 31527086
Gender	: Female	Language	: English/Swahili
Nationality	: Kenyan	Email	:
Marital Status	: Single		jacklinenyaganjoki@gmail.com
Religion	: Christian		

CAREER OBJECTIVE

I am a dynamic result oriented person who is self-motivated and a sincere call to duty. I wish to exploit my full potential and become established and successful by maximizing on all the opportunities I get.

PERSONAL ATTRIBUTES

I am a self-motivated, reliable, responsible and hard working person. I am a mature team worker and adaptable to all challenging situations. I have good oratory and interpersonal skills that I have developed over time. I am able to work well both in a team environment as well as using own initiative.

EDUCATIONAL BACKGROUND

KENYA SCHOOL OF TVET – Sept 2022 – Nov 2023

Diploma in Technical Trainer Education (Tourism)

- Graduated with a first class on 8th Dec 2023

EGERTON UNIVERSITY - Sept 2013 – June 2017.

Bachelor of Science in Ecotourism and Hospitality Management.

- Graduated with a Second Class Honour Upper Division.

NGIRIAMBUR GIRLS HIGH SCHOOL, Jan 2009 – Nov 2012

- Attained a B+ of 72 points.

WORKING EXPERIENCE

March 2024 – Oct 2024 : Cytonn Investments
Position : Client Service Assistant

4th Sept 2023 – Dec 2023 : The Nyeri National Polytechnic`
Position : Trainer

16th May 2022 – Sept 2022 : Kairos Training College
Position : Part time Volunteer (Assistant Trainer)

3rd July 2018 – Sept 2023 : Data Afrique Research Consultancy

Position : Researcher

16th May – 31st July 2016 : Hell's Gate National Park

Position : Intern

31st July – 28th Aug 2015 : Meru National Park

Position : Intern

SKILLS

- Availability to work with minimum supervision
- Adaptability
- Communication skills
- Computer skills (Microsoft Office)
- Customer service
- Research Skills
- Time management
- Leadership skills
- Conflict resolution
- Team work

PERSONAL ASSESSMENT

- Self-motivated
- Discipline
- Excellent problem solving skills
- Fluent in English and Swahili

HOBBIES

- Cooking
- Crocheting
- Undertaking Research

REFEREES

- Kelvin Mbugua
Head of Operations – Client Services - Cytonn Investments
Phone No. 0704 184241
- Simon Gichuga
Administrator – Kairos Training College
Phone No. 0722 453 140
- Duncan Kahuria
CEO - Data Afrique Consultancy
Phone No. 0723 360 025; 0702 249 449
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