

# MERCY OYESA OLUCHINA

Admin/Marketing

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A diligent, self-motivated and articulate administration professional with 4+ years of experience in handling operational duties at various organizations. Skilled in building client relationships and supporting teams, with exemplary communication skills in both written and verbal forms. A natural problem solver who gives her best in all duties and responsibilities for ultimate organizational success.



## Skills

- ◆ Administrator leadership
- ◆ Planning and Coordination
- ◆ Problem-Solving
- ◆ Self-Motivated
- ◆ Cultural Awareness
- ◆ Analytical and Critical Thinking
- ◆ Attention to Detail



## Work History

Jan 2021 -  
Apr 2022

## COMMITTEE ADMINISTRATOR

*JAPAN INTERNATIONAL COOPERATION AGENCY, Nairobi*

Primarily concerned with managing the committee's communication and coordinating the committee's meetings as well as logistics to support its mandate

Key Responsibilities

- Responsible for supporting general committee operations including generating weekly and quarterly reports, keeping committee members up to task with committee's milestones and coordinating meetings
- Consistent reporting and follow ups helps the committee to prioritize tasks, meet deadlines and re-strategize where necessary
- Contributing to the development of committee documents and generating minutes of every meeting the committee participates in
- This ensures full documentation and follow up of the committee's actionable points
- Coordinating the committee's events i.e., seminars, retreats and trainings
- To this end I have successfully managed to co-ordinate all the activities with little to no mishaps
- Handling communication on behalf of the committee i.e., via emails, calls & social media groups
- This has resulted in a smooth and consistent pattern of communication.

Oct 2018 -  
Apr 2020

## ADMINISTRATOR

*TIMKEN SOUTH AFRICA, PTY, Nairobi*

I was part of a team of sales engineers with a role of supporting their tasks in sales and marketing as well as offering them administrative and marketing support

Key Responsibilities

- Managing general administrative duties such as generating weekly and monthly reports, setting up meetings and preparing presentations when required
- This helped the team stay on course with their sales targets having consistent updates on their strategies and progress
- Coordinating the company's marketing events
- I successfully coordinated three regional marketing events in East Africa

(Kenya,

- Tanzania and Uganda)
- Handled customer complaints and helped customers follow up on their shipments
- Customer interactions helped the team to understand our strong and weak points which placed us in a better position to improve and strategize better
- Managed meeting and travel schedules for four associates
- This involved arrangements such as scheduling meetings, booking flights, arranging car hires, and making hotel and restaurant reservations
- With frequent travelling, scheduling enables better time management and planning
- Managed general office operations including service providers' payments, screening phone calls and routing callers to the appropriate party and procuring orders for office supplies to enable smooth day-to-day operations in the office
- Contributed to planning annual roadshows
- As part of the sales team that coordinated most of their activities while in the field, I was expected to give insights on how best to budget for time and allocation of funds to given activities.



**May 2017 - DIRECTOR OF OPERATIONS(Volunteer)**

**Jan 2019**

*MAZINGIRA SAFI INITIATIVE, Nairobi*

- Worked with the founder as an operational manager after volunteering for the organization for two years
- Supported the organization to run their events and manage a new project that involved production of briquettes
- Key Responsibilities o Managed communication at different levels
- I was involved in all forms of communication to the volunteers from circular email communication to making posters for events, as well as writing blog posts for the organization's website
- Attended over 10 forums and meetings to pitch MSI's ideas to funding agencies and other interested parties
- This led to being chosen to be part of a women's mentorship programme called
- Energy for Impact

- Page 3 o Trained more than 20 students on environmental awareness - litter & waste management
- This, we hoped will place them in a better position to manage their waste in their homes and encourage their peers to do the same
- Coordinated over 10 monthly activities (including clean ups and visiting children's homes) that involved over 50 people
- The clean ups involved choosing an area of need, reaching out to students in campus through social media and various networks, and partnering with Nairobi city council to do the clean-up.



## **May 2015 - Research Intern**

**Sep 2017**

*JAPAN SOCIETY FOR THE PROMOTION OF SCIENCE, Nairobi*

- Worked with Japanese researchers (PhD students) to assist them in their research activities in Kenya
- Key Responsibilities o Managed general office operations and communication including phone calls, emails and official letters in the office on behalf of the director
- Contributed to coordinating over 5 research presentation events and seminars
- This involved sending out invites and making phone calls to institutions of interest for their support
- Providing assistance to visiting researchers
- Being a foreign administrative institution, I worked with people from different countries to help them where necessary in their research work
- Conducted desk research and prepared over 100 briefs on higher education in East Africa which was used to monitor the higher education trends in the region.
- Gathered, arranged and corrected research data to create representative graphs and charts highlighting results for presentations.



## **Education**



## **Jan 2012 - Bachelor of Arts: Sociology & Geography**

**Jan 2016**

*University of Nairobi - Nairobi*



◆ Feb 2022 - **Software Development**  
Current Moringa School - Nairobi

◆ ☆ **Additional Information**

- ◆ • Member of International Sociological Association o Volunteer Certification by Mazingira Safi Initiative

◆ 🖥 **Software**

◆ Advanced computer skills	◆◆◆◆◆	Very Good
◆ Web	◆◆◆◆◆	Very Good
◆ MsOffice	◆◆◆◆◆	Excellent
◆ Writing Skills	◆◆◆◆◆	Excellent
◆ Database Management	◆◆◆◆◆	Very Good
◆ Presentations/Slideshows	◆◆◆◆◆	Very Good

◆ 🚩 **Languages**

◆ English	◆◆◆◆◆	Excellent
◆ Kiswahili	◆◆◆◆◆	Excellent
◆ German	◆◆◆◆◆	Good



## Certifications



**Jan 2017** Volunteer Certification by Mazingira Safi Initiative



**Apr 2022** Certification in Leadership Accountability



## Interests



Travelling



Reading



Writing



Learning New Languages



## References



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