
Diamond Nyagaka Nyara

Phone: +254896188183

Email: nyagakanyara@gmail.com

Location: Nairobi, Kenya

PROFESSIONAL SUMMARY

Organized and detail-oriented professional with a **Bachelor's degree in Gender and Development**, experienced in project coordination, partner engagement, research, and administrative support. Skilled in managing multi-country logistics, report writing, knowledge management, and fostering collaborative relationships. Adept at handling diverse tasks such as grant tracking, capacity statement support, and meeting facilitation. Committed to contributing to resource mobilization, humanitarian diplomacy, and community development in complex and fragile contexts.

KEY SKILLS

- Program & Project Coordination
 - Logistics & Event Planning
 - Research & Data Analysis
 - Report Writing & Documentation
 - Stakeholder Engagement & Communication
 - Resource Mobilization Support
 - Knowledge Management (Box, Teams, Shared Drives)
 - Monitoring & Reporting
 - Humanitarian and Fragile Context Awareness
 - Time Management & Multitasking
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PROFESSIONAL EXPERIENCE

Program and Administrative Support Intern

Omega Apparel Ltd. / Nairobi, Kenya

Jan 2024 – June 2024

- Coordinated communication between management, staff, and external partners, ensuring smooth operations and clear reporting lines
- Facilitated the development of organizational audits including gender assessments, creating data collection tools and summarizing findings
- Managed logistics for meetings and workshops, including preparation of agendas, travel coordination, and minute-taking

- Organized and maintained company documents, improving accessibility and knowledge management practices
 - Assisted in tracking organizational development initiatives and compiling progress reports for management
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Research Assistant (Academic Project)

Nyamache Agribusiness Gender Study / Kisii County
2024

- Conducted research on female youth participation in agribusiness, engaging local leaders and community members to collect data
 - Compiled findings into comprehensive reports, using Excel and SPSS for data analysis and visualization
 - Supported the dissemination of findings through community meetings and stakeholder engagement sessions
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EDUCATION

Bachelor of Arts in Gender and Development

Kenyatta University

CORE COMPETENCIES

- Achieving Results & Self-Management
 - Humanitarian Diplomacy & Networking
 - Cross-Cultural Communication
 - Administrative Efficiency
 - Capacity Building Support
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LANGUAGES

- English – Fluent
- Kiswahili – Fluent