

CURRICULUM VITAE

GRACE WANJIKU KAGWI

P.O. BOX 209- 40202

KENYATTA UNIVERSITY, KENYA

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CAREER OBJECTIVE

To leverage my academic background in psychology to contribute insights into human behavior mental health and interpersonal dynamics, while continuously expanding my knowledge and skills within a dynamic and collaborative professional environment.

I have a great interest in psychological environment and I would like to learn and expand my skills greatly in this field.

BIO DATA

NAME: GRACE WANJIKU KAGWI

ADDRESS: P. O. BOX 43844- 00100 KENYATTA UNIVERSITY

NATIONALITY: KENYAN

GENDER: FEMALE

DATE OF BIRTH: OCTOBER 6TH 2003

LANGUAGES: ENGLISH, KISWAHILI, KOREAN

EDUCATIONAL/ PROFFESIONAL BACKGROUND

i. EDUCATION PROFILE

KENYATTA UNIVERSITY

2021-PRESENT

Bachelors of Arts (psychology and sociology)

WANJOHI GIRLS' HIGH SCHOOL

2017-2020

(KCSE C PLUS 52 POINTS)

HIGHRISE ACADEMY

2009-2016

(KCPE B PLUS 352 MARKS)

ii. PROFESSIONAL PROFILE

BATIAN COMPUTER COLLEGE

2021

Certificate in Computer Packages

(Credit)

SKILLS AND ABILITIES

- ❖ Analytical skills.
- ❖ Problem Solving skills.
- ❖ Administrative & Managerial skills
- ❖ Research skills.
- ❖ Creativity and innovation skills.
- ❖ Standards of Accounting
- ❖ Financial/Economic planning
- ❖ Office tools: Word, Excel, Outlook, QuickBooks, Publisher
- ❖ Data analysis
- ❖ General business knowledge
- ❖ Attention to detail
- ❖ Effective communication

KEY STRENGTHS/ CORE VALUES

- ❖ Hardworking
- ❖ A good team player
- ❖ Fast learner
- ❖ Trustworthy
- ❖ Self-motivated
- ❖ Excellent communication skills
- ❖ Resilience
- ❖ Creative thinker
- ❖ Flexibility
- ❖ Punctuality

INTERESTS

- ❖ Reading Novels
- ❖ Watching documentaries
- ❖ Socializing
- ❖ Travelling and exploring
- ❖ Dancing
- ❖ Listening to music

JOB/WORK EXPERIENCE

2022 AUGUST GENERAL ELECTIONS

ROLE IEBC Polling Clerk

- ❖ Ensured good conduct of elections as in the polling station as per assigned by the Presiding Officer.
- ❖ Ensured that all elections were treated impartially and with respect.
- ❖ Any other duty assigned by the Returning officer in charge at the tallying center as assigned.

PROJECTS AND LEADERSHIP EXPERIENCE

1. PROJECTS

Volunteer Project

I worked with the Nairobi Korean Church where we fed the poor and helped the sick

2. LEADERSHIP EXPERIENCE

Served as the class representative for the Nairobi King Sejong Institute

REFEREES

1. Grace Muthoni Kimani

Office manager

KARANJA KAMANU AND COMPANY, KENYA

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