

CURRICULUM VITAE

PAUL WANJALA WEKESA

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5354-00200 City Square, Nairobi, Kenya.

CAREER OBJECTIVE

- To pursue a career in a dynamic and result oriented organization by supporting the delivery of the organization's objectives by viewing human resource as integral to the overall business' success and assessing all ideas based on their impact on the productivity and welfare of the entire staff. This is to be achieved through hard work, commitment, motivation and resilience.

ACADEMIC QUALIFICATION

August 2012- May 2015

Urbaniana University

Rome-Italy

Philosophy

- I obtained a Bachelor of arts in Philosophy (Second Class Upper Honors)
As part of the academic requirement for the Bachelor's Degree, I completed a comprehensive written Academic paper on Medieval Philosophy focusing on the Philosophy/ works of Severinus Boethius, a Medieval Philosopher, his influence and importance in the modern society.
I also completed an oral exam on Modern Logic and Philosophy of Knowledge/Epistemology.

August 2012-May 2015

Consolata Institute of Philosophy

langa'ta-Nairobi

Diploma.

- I obtained a Diploma in Philosophy and Religious Studies (Second Class Upper Honors)
As part of the academic requirement for the diploma, I completed a comprehensive written paper on Traditional Logic. On Religious Studies, I completed a comprehensive written paper on Sacraments.
I also completed an oral exam on Traditional Logic.
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January 2011-March 2011

West FM ICT Center

Bungoma

Certificate in Computer

- I received a Certificate in Computer from the Computer Society of Kenya having completed the Course with grade A.
- I am skilled in windows operating system, Microsoft office, internet research use, typing and basic hardware maintenance.

February 2006-November 2009

St. Charles Lwanga Senior School

Mukumu-Kakamega

Kenya Certificate of Secondary School Education.

- I obtained a Certificate of Secondary School Education with a grade of C plus.
- I was a member of Music Club and was awarded a certificate of participation at the National level.

January 2002-November 2005

Misikhu R.C Primary School

Misikhu-Bungoma

Kenya Certificate of Primary School

- I obtained a Certificate of Primary School Education.

WORK EXPERIENCE

November 2016-February 2018

Wamba Catholic Mission

Samburu County

Pastoral Coordinator

- Wamba Catholic Mission was established by Consolata Missionaries in Samburu County. Its objective is to serve by improving the spirituality of the Samburu people and at the same time promoting their human life.
- I worked as a Coordinator. My responsibility was to oversee the daily running of activities at the mission and its outstation.
- Managing the employees, assessing and making recommendation regarding their performance.
- Organizing for meetings, seminars and workshops at the mission. Ensuring the meeting rooms are ready for meetings
- Maintaining internal control for equipment inventory
- Manage the mission's office and storage space
- Problem resolution if and when a mistake is made through Apology, Fixing it and Following up the issue.

- General administrative functions at the mission. Performing and supervising general office activities such as filing, invoice preparation, assist in recruiting of employees and ensuring the security of the properties.
- Developing external relationships, for instance the NGO's
- Performing other duties as assigned.

November 2017-December 2017	Consolata Nursing College Wamba	Samburu County
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Tutor for Medical Ethics

- Consolata Wamba Nursing School is nurse training college in Samburu County, Samburu East sub-county in Wamba town. The school is under the governorship of the Catholic Diocese of Maralal which covers the Samburu County.
- I worked as a temporary tutor for Medical Ethics.

8 th August 2017	IEBC	Samburu County
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Presiding Officer

- The Independent Electoral and Boundaries Commission (IEBC) is an independent regulatory agency that was founded in 2011 by the Constitution of Kenya. The Commission is responsible for conducting or supervising referenda and elections to any elective body or office established by the Constitution, and any other elections as prescribed by an Act of Parliament.
- I worked as a Presiding Officer at Wamba CCM primary School Station. My responsibility was to ensure the election process is conducted in accordance with the Constitution of Kenya and provisions of the IEBC.

March 2014-May 2015	Consolata Seminary	Lang'ata, Nairobi
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Youth Coordinator

- I worked as a Youth Coordinator at St. Jude Highrise and later at Soweto Catholic Church, Kibera. My work was to assist the youths in formulating their program,

accompany them in implementing, evaluating and making recommendation on their progress.

February 2011-July 2011	Waen Academy	Kimilili, Bungoma
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Teacher

- I worked as untrained teacher for six Months at Waen Academy.

PERSONAL ATTRIBUTES

- Effective oral, writing, and interpersonal skill
- Thinking Positive
- Project confidence
- I use positive language
- I take ownership and accountability
- Conveying speed and urgency
- Honest, responsible and of high integrity

REFEREES

Please feel free to contact the under mentioned in regard to my competence for the job at hand:

1. Fr Charles Jjagwe
Parish Priest, Wamba Catholic Church
Tel No: 0715248125
P.O BOX 32-20603, Wamba
E-mail: jjagwe@co.uk
2. Mrs. Elizabeth N. Mbatia,
TSC Murang'a East, Curriculum Support officer,
Tel. No: 0735271939,
P.O Box 560-10200, Murang'a.
3. Mrs. Mercy Leleruk,
Principal, Consolata Wamba Nursing School,
Tel. No.0720339710,

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