

# Sherline Kinyanjui

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## EDUCATION

### University of Nairobi

Master of Business Administration, Finance

Bachelor of Commerce, Finance (*Second upper class honors*)

Nairobi, KE

Graduation Date: December 2023

Graduation Date: December 2020

## CERTIFICATIONS

Google Data Analytics Professional Certificate

Meta Marketing Analytics Professional Certificate

Expected: August 2022

## WORK EXPERIENCE

### UN Environment Programme

Administrative Intern

Nairobi, KE

October 2021 – March 2022

- Supported the programme manager in the coordination of logistics and preparatory meetings for the UN Environment Assembly (UNEA) and UNEP@50
- Prepared the draft agendas and written summaries for the UNEA.5.2 task force, Committee of Permanent Representatives and Bureau meetings.
- Provided conference support and assistance in technical services for the meetings of the Governing Bodies in the preparation for UNEA.
- Supported screen editing functions of resolutions during the meetings of the 73/333 resolution, Open-Ended Committee of Permanent Representatives, and UNEA.

### Mars, Incorporated

Customer Marketing Intern

Remote, EA

July 2021 - September 2021

- Analyzed the periodic market performance reports by channel vs forecast, to attain data based on comparable percentages to strategize with the sales team on future advertisements.
- Collaborated with the field sales team to analyze the market demand and maintained the inventory tracker, which improved the communication with the warehouse managers and suppliers, and reduced inventory costs by 25%
- Updated and maintained the budget tracker per market in East Africa, which reduced the spending by 3.5%.
- Evaluated items against purchase orders and followed up with suppliers on the delivery of goods.
- Generated purchase receipts for orders purchased, and goods notes receipts for items delivered in SAP.

## LEADERSHIP & VOLUNTEER EXPERIENCE

### Greenpeace

Volunteer

Nairobi, KE

July 2019 – Present

- Providing technical support in the Green Brain Booster webinars series

### Meta & Andela

Build4SDGs

Nairobi, KE

April – October 2020

- Led a team of 4 developers on a mobile [application](#) aimed at improving food security and sustainability

### Kenya MUN

Financial Analyst

Nairobi, KE

February 2020 – April 2021

- Prepared the budget, and finance reports to project costs for the annual conference for 700+ students and other activities
- Provided ideas on partnerships and supported the finance team in drafting documents to request donor funding

### Meta Developer Circles Nairobi

On-campus Co-organizer

Nairobi, KE

February 2020 – February 2021

- Coordinated events with the leadership of developer circles Nairobi to provide students with skills and mentorship

## LANGUAGES

English, Swahili, and French

## SKILLS & AWARDS

**Skills:** Data Analysis | Microsoft Office | SQL | Python | Marketing |

**Awards:** Duke of Edinburgh: Bronze, Silver, and Gold levels

## REFERENCES

Aline Umotoni, Special Assistant to the Executive Director, UNEP • email: [aline.nsengimana@un.org](mailto:aline.nsengimana@un.org)

Margaret Wambiru, Customer Marketing Manager, Mars • email: [margaret.wambiru@effem.com](mailto:margaret.wambiru@effem.com)