

# Sherline Kinyanjui

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## EDUCATION

### University of Nairobi

Master of Science, 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

## WORK EXPERIENCE

### Greenpeace

Program Assistant

Nairobi, KE

July 2019 – present

- Planning, reviewing, and supporting webinars, projects, and campaigns such as the Plastic ban campaign, and the Green Brain Booster Webinars.
- Training, and coordinating volunteers on the different events and projects.
- Reviewing and moderating content on Vuma, Greenpeace's platform for public campaigns

### 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%.
- Generated purchase orders, purchase receipts, and goods notes receipts in SAP in-line with supplier deliveries.

## LEADERSHIP EXPERIENCE

### 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 supported the finance team in drafting documents for partnerships and donors

### 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

Data Analysis | Microsoft Office | SQL | Python | Marketing | Adobe | Problem Solving

## REFERENCES

Claire Nasike, Food For Campaign Lead, Greenpeace • email: [cnasike@greenpeace.org](mailto:cnasike@greenpeace.org)

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