

**Stella Ngugi Kirigia,**  
**Email:stellangugi4@gmail.com,**  
**Tel; 0716 80 88 80,**  
**Nairobi, Kenya.**

Dear Resourcing Manager,

**RE: APPLICATION FOR RECRUITER POSITION**

I would like to express my strong interest in the Recruiter position, as listed online. I am confident that my 3+ years of experience building teams of professionals for some of Kenya's largest & reputable companies, as well as my strong relationship building skills, make me an ideal candidate for the position. I also possess a B.Sc. in Human Resource Management from Moi University and a Higher National Diploma in HRM from the College of Human Resource Management Kenya.

As an experienced recruiting professional, I have hired over 100 applicants for positions in dozens of departments, at levels ranging from interns to upper-level management. Often, I have been responsible for tracking applicant pools of up to 4,000 applicants. This experience handling thousands of candidates would allow me to successfully recruit and manage applicants for your growing company.

I was responsible in my previous positions, for working closely with managers in the development, operations, IT, and human resources departments. My strong communication skills allowed me to understand what these managers were looking for in ideal applicants. My familiarity with applicant tracking systems, and modern recruiting tools & strategies will also allow me to attract & retain the best possible professionals for your company.

I am confident that my years of experience managing end to end recruiting processes, my strong communication skills, and my proven record of success hiring and retaining employees, make me a strong candidate for the position at your company. I have enclosed my resume for your review, and look forward to hearing from you.

Thank you for your time and consideration.

Sincerely,  
Stella Ngugi Kirigia

## STELLA NGUGI KIRIGIA

**Location:** Nairobi, Kenya

**Email:** stellangugi4@gmail.com

**Mobile:** 0716-80 88 80

---

### Human Resources Professional | Digital Transformation Advocate

Dynamic and driven HR professional with an entrepreneurial spirit and unmatched drive. Dependable and organized team player with the ability to build relationships with employees across all levels of an organization.

Adept at assessing needs, generating options, and implementing solutions in collaboration with clients and stakeholders. Well versed in all areas of People Management, especially recruitment, employee retention & process improvement. Proven ability to leverage technology and modern business concepts to develop and deliver impactful HR programs & initiatives for the 21<sup>st</sup> century employer.

### EDUCATION & TRAINING SUMMARY

DATE	INSTITUTION	AWARD
2004-2008	Kenya High School, Nairobi	Kenya Certificate of Secondary Education (B+)
2010-2014	Moi University, Eldoret	Bachelor of Science Degree in Human Resource Management (2 <sup>nd</sup> Class Upper Honors)
2015-2016	YALI East Africa	Certificate Award (Business & Entrepreneurship track)
2015-2016	College of Human Resource Management Kenya, Nairobi	Higher National Diploma in Human Resource Management (Credit)
2016-2017	Meltwater Entrepreneurship School of Technology, Accra Ghana	Certificate in Software Entrepreneurship
2019-2020	African Women Entrepreneurship Cooperative	Certificate in Business & Entrepreneurship

### COMPETENCY PROFILE

#### Online Personality Profile

#### Personal: HR: Digital

- Excellent organizational skills
- Pro-active and self-motivated
- Experience with multi-cultural global teams
- Ability to work in fast paced environments
- Employee Experience Design
- Recruitment & Retention
- Human Resources Management
- Extensive knowledge of modern technologies and trends
- Agile Project Management
- Design Thinking
- User Experience & Design

### PROFFESIONAL SUMMARY

**A. Aug 2017 – Date**      **Jobonics HR**      **Independent Consulting**      **Nairobi**

As a Strategy Consultant, I work with startup teams to define how emerging technologies can enable disruptive talent strategies and create business value. I help clients rethink their talent goals- guide them through the ideation process, reimagine their role in the industry as well as show them how to leverage a digital approach to optimize and expand their core mission & workforce.

**B. Dec 2015 – Aug 2016**      **African Wildlife Foundation Limited**      **HR Assistant**      **Nairobi**

Supporting HR functions for 17 offices worldwide for African Wildlife Foundation, founded in 1961 an international conservation organization. My key achievements included;

- Coordinated recruitments i.e. assisting with the development of Terms of References/job descriptions, posting advertisements, responding to applications, short-listing candidates, scheduling interviews, background checking & preparing interview and recruitment reports.
- Coordinated a comprehensive orientation programme for all new staff.
- Assisted in drafting employment offer letters and contracts, including new contracts, amendments, and renewals;
- Managed physical and electronic filing of the Human Resources Department by ensuring that all files are compliant, up-to-date, and complete. Shared employee filing system with all other offices worldwide.
- Facilitated staff transitions as a result of retirement, redundancy or termination of contract.
- Administered AWF's selected payroll & benefits and coordinated with Finance, updating data to reflect new hires, terminations, changes in employment terms and benefits eligibility
- Responded timely to employee inquiries regarding payroll and benefits. Acts as liaison as required between staff and benefits administrators
- Managed staff database maintenance in the HRIS systems and production of reports as requested
- Handled other HR duties such as Learning & Development Initiatives, performance management, exits & staff events

**Skills Acquired:** Managing global workforce, benefits administration, training & development, prioritization.

**C. March 2015 – Nov 2015**

**Sanergy Limited**

**HR Assistant**

**Nairobi**

The HR Assistant plays a critical role in maintaining the office infrastructure and processes; coordinating procedures related to HR and operations; and generally ensuring that Sanergy runs effectively and efficiently. Key Responsibilities;

- Assisted with hiring process, including advertising for new positions, reviewing applicants' CVs, short listing candidates, reference checking and on boarding of new staff members
- Ensured the necessary documents for new employees (e.g. IDs, KRA PIN, NSSF, NHIF and bank account details etc.) are obtained and maintained and that HR policies are applied consistently across new hires
- Developed Sanergy's Freshdesk HR FAQs and documentation for HR issues
- Ensured that all HRIS systems are updated and running well i.e BambooHr, 7Geese, Salesforce, FreshDesk
- Maintained official staff personnel files online (BambooHR HRIS) & offline
- Served as the liaison between Sanergy staff and benefit providers (such as health insurance)
- Successfully conducted HR administration, such as leave management, running staff events, compensation and benefits administration
- Managed and alerted the HR Officer on confirmations, expiry of contracts, etc.
- Coordinated the exit/clearing process of staff who resign or have their services terminated
- Assisted in employee orientation, development, and training logistics and record keeping
- Ensured and coordinated employee safety, welfare, wellness, and health reporting and employee services

**Skills Acquired:** Administrative, Events Management, Professionalism, Organization, and Project Management.

D. October 2014 – Feb 2015	Safaricom Limited	Talent & Resourcing Intern	Nairobi
----------------------------	-------------------	----------------------------	---------

- **Digital-** Developed Safaricom Digital Social Media Recruiting Strategy
- **Recruitment-** Handled the full cycle of recruitment from sourcing to hire including shortlisting candidates in accordance to appropriateness of skills, experience and knowledge in relation to position requirements and presenting list to hiring managers in the organization with speed & accuracy.
- **Interview Coordination-**For assessment and competency-based interviews within all accounts, assisted in scheduling interviews, candidate engagement, preparing interview packs, report writing, giving feedback and administering applicant and employee aptitude, personality, and technical assessment instruments.
- **Process Improvement-** Improved organization attractiveness by recommending new policies and practices; monitoring job offers, engagement and employer branding practices.
- **Records Management-** Timely and accurate creation, control, use and maintenance of resourcing documents and files.
- **Sourcing-** Built applicant sources for active and passive candidate recruiting; Built networks to find qualified passive candidates for open jobs; Used professional networking sites to identify and source candidates.
- **Customer Engagement-** Ensured excellent candidate experience before, during and after recruitment; Contacted applicants to inform them of employment possibilities, inquiries, consideration, and selection. Provided complete, accurate and inspiring information to candidates about the company and the position.
- **Employer Branding-**Assisted Resources Division in establishing a recognizable “employer of choice” reputation.
- **Project Management and Support-** Provided support and concepts for all ongoing resourcing projects including IREC recruiting system, Employer Branding, Career Pathing and Digital Recruitment, Career fairs, Graduate Program, events.

**Skills acquired;** Administrative, Recruiting, Precision, People Skills, Diversity, Employment Law, Results Driven Efforts.

E. April-June 2013	East Africa Breweries Limited	Human Resource Intern	Nairobi
--------------------	-------------------------------	-----------------------	---------

- Gained solid understanding/ knowledge and experience supporting HR issues especially Recruitment, Learning, Performance management, contractual documentation, and the provision of management information.
- Participated in trainings and meetings including workshops (Coaching for Managers), service delivery and departmental meetings.
- Database management comprising of updating HR MIS information including trackers and requests for data; Updating share save tracker for received forms and pending submission list for employee savings scheme; Populate Annual Code of Business Conduct sign off tracker for the year 2013.
- Developed innovative HR tools and initiatives including intern’s work plan & handbook, performance evaluation and feedback forms, Interns training programme, Internship Application feedback period & Non-financial reward plan.
- Extraction and reconciliation of peak season incentive vouchers to the various teams of staff and contractors.

- Biometric registration, reporting and reconciliation of meal tickets for staff, interns and contractors in the canteen meal registration module.
- Renovated and maintained the filing system & ensured that staff files are accurate, updated, and complete.
- Timely & accurate submission of schedule of NSSF contributions for employees as and when required.
- Recommend, interpret and clarify personnel procedures and policies to employees.
- Assist in handling incoming/outgoing correspondence & internal/external customer enquiries.
- Provide logistical, clerical and administrative support to the department.

**Skills Acquired:** Leadership, teamwork, analytical thinking, effective communication, customer orientation, initiative.

F. December 2012 - March 2013	Kenya Maritime Authority	Human Resource Intern	Mombasa
-------------------------------	--------------------------	-----------------------	---------

- |   |
|---|
| <ul style="list-style-type: none"> <li>▪ Reviewed, long listed and shortlisted employment applications in order to evaluate qualifications or eligibility of applicants for five jobs advertised (Over 500 applications hardcopy).</li> <li>▪ Initiation, formulation and implementation of a new and efficient HR file management system for employee personal files. I generated ideas of superior and well-organized record keeping system of staff medical scheme data and summary of leave days allocated.</li> <li>▪ Effectively designed, developed and evaluated 5 HR and administration policies aligned to strategic objectives including internship, sexual harassment, overtime, training and development and recruitment and selection.</li> <li>▪ Responsible for high quality implementation of HR standards and management best practices.</li> <li>▪ Ensured pro-active, regular and relevant communication flow within the HR department and other departments/ units.</li> </ul> |
|---|

**Skills Acquired:** Delivery, Problem-solving, people focus, discretion, industrial/occupational intelligence, conceptualizing

### ADDITIONAL INFORMATION

- ✓ **Recent Certifications:** Enterprise Design Thinking Practitioner, Enterprise Design Thinking - Team Essentials for AI by IBM 2019, HR & Digital Transformation, People Analytics, Performance Based Hiring, HR as a Business Partner, Employee Engagement, Strategic HR by LinkedIn
- ✓ **Memberships:** AI Kenya, Nairobi Women in Machine Learning & Data Science, African Women in Technology, Google Women Techmakers, Institute of Human Resource Management Kenya, Facebook Developer Circles Kenya.
- ✓ **Awards & Programs:** Young African Leadership Initiative Award- Business & Entrepreneurship Fellow (Cohort 3 2015), AWEC 2019
- ✓ **Interests:** Mentorship, travelling, coding, blogging, art, design, conservation, reading journals, networking.