

CURRICULUM VITAE

A: PERSONAL DETAILS	
Name	MARION ATIENO NYAPOLA
Date of Birth	18 th June 1981
Current Address	Jaramogi Oginga Odinga University of Science and Technology Box 210-40601,BONDO
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Email :	miemarrion@gmail.com
Nationality	Kenyan
Marital Status	Married
Languages	Fluent Spoken and written English, Swahili and Luo
KEY ATTRIBUTES	
<ul style="list-style-type: none"> • Good Interpersonal Skills • Good Leadership Skills • Active Learner &Team Player • Good Communication Skills • Ability to prioritize & Multi-task 	
Date	Details
2016 - 2019	Masters of Business Administration(Finance) Jaramogi Oginga Odinga University of Science and Technology (JOOUST) <i>Proposal Defense stage</i>
2011- 2015	Bachelor of Business Administration with IT(<i>Finance Option</i>) First Class Honors JOOUST
2001-2003	Kenya Business Education , Eldoret Polytechnic <ul style="list-style-type: none"> • Business English III,II and I, (Credit) • Shorthand I (Pass) • Typing I (Pass)
1997 - 1998	Kenya Certificate of Secondary Education (KCSE), B- (Minus) 66 Points Agoro Oyombe Secondary School Siaya County
1994-1997	Lwak Girls High School
1994	Kenya Certificate of Primary School (KCPE) Karapul Primary School 470/700 Marks

C: PROFESSIONAL MEMBERSHIP

September,2018	CPS (K): Member of the Institute of Certified Public Secretaries of Kenya (ICS)
2015-to date	Member of National Quality Institute (NQI)-KEBS Trainer and Consultant in ISO 9000 Standards.

D: PROFESSIONAL EXPERIENCE

Jan 2016 - to date	Administrative Assistant (Planning & Administration Department) Jaramogi Oginga Odinga University of Science and Technology (JOOUST). Responsibilities: <ul style="list-style-type: none">• Provide administrative support for achievement of departmental activities;• Provide Secretariat services to University, Divisional and Departmental Committees namely: Management Review Committee, Quality Objectives, and Staff Establishment & Development Committees.• Secretariat for Quality Management System Certification based on ISO 9001:2015, Performance Contracting and Strategic Plan Implementation, Monitoring & Evaluation Processes;• Schedule, coordinate and participate in workshops, conferences and seminars and prepare reports and workshop proceedings• Prepare departmental procurement plans, budget and consolidate University wide Annual work plans• Provide customer care support through timely response to queries to ensure customer satisfaction and for continual improvement• Collect, collate, analyze data and prepare reports for performance improvement.• Prepare and update University Staff Establishment;• Supervise support staff in the department.• Member of Data & Knowledge Management Committee• Champion for Information Security Management System (ISMS) Implementation based on ISO 27001:2013.
October, 2010- December, 2015	Secretary, Office of the Deputy Vice-Chancellor , Research, Innovation & Outreach (RIO) Responsibilities: <ul style="list-style-type: none">i. Manage the itinerary of the Functional Head and schedule appointments and make travel arrangements locally, regionally and

	<p>internationally as applicable</p> <ul style="list-style-type: none"> ii. Plan for and coordinate departmental meetings. iii. Draft correspondences in the office to facilitate effective communication within the office. iv. Read and analyse incoming memos, submissions and reports to determine their significance and plan for their distribution to ensure flow of communication within the offices of the university v. Manage office float and maintain office stationery at appropriate levels to ensure smooth operations of the office. vi. Maintain and ensure safety of office documents through proper handling and appropriate storage to ensure their availability for reference. vii. Supervise support staff and allocate work, and ensure that it is carried out appropriately, efficiently and in good time. viii. Maintain an updated filing system for easy access and retrieval of documents in the office
2008 –October 2010	<p>Personal Assistant, The Program Manager, Hope Centre for Infectious Diseases, Coptic Nursing Home, Maseno</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> i. Received patients and guided them through the flow ii. Updated and Maintained patient records in hard and Electronic forms. iii. Received telephone calls and provided appropriate assistance to ensure enhanced flow of information within the Centre iv. Managed patient bookings, cancellations and appointments v. Prepared reports and briefs for the Program Manager during meetings vi. Prepared weekly reports and analyze the data for decision making by the Program Manager.
2006–2007	<p>Secretary, Office of the Principal, Huma Girls Secondary School, KISUMU.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> i. Managing general office correspondence ii. File and maintenance of office records iii. Answered enquiries and handled guests iv. Preparation of examinations papers for assessment v. Arranging for meetings and preparation of reports
E: ADMINISTRATION OF RESEARCH PROJECTS	

Project Title/Period	Donor & Funding Level	Role in Project
<p>‘Early Warning Systems for Improved Human Health and Resilience to Climate Sensitive Vector-borne diseases in Baringo County, Kenya.’</p> <p>Conducted by Jaramogi Oginga Odinga University of Science and Technology in collaboration with University of Nairobi</p> <p>Period: 2014-2017</p>	<p>WHO with support from TDR and IDRC</p> <p>USD 855,000</p>	<p>Project Secretary:</p> <ul style="list-style-type: none"> • Supported Project PI in the daily administration of the project. • Prepared Project documentation and ensured safe custody of project records • Prepared and distributed appointment project correspondences, processed research funds, disbursements and accounting for expenditures. • Provided logistical support, planning and hosting of project Workshops, Conferences and Seminars i.e confirmation of venue availability, stationery provision and meal planning to ensure that activities are undertaken without any hitches • Prepared and submitted timely financial and technical reports to the funding agency. • Coordinated travel arrangements for PI, project team & collaborating partners for field work and related activities • Designed, reviewed and edited IEC materials for community dissemination forums
<p>Enhancing Sorghum Production, Processing and Marketing for improved Small-holder incomes and livelihoods in Kenya.(2013-2015)</p> <p>Conducted by JOOUST in collaboration with:</p> <ul style="list-style-type: none"> • Jomo Kenyatta University of Science & Technology • Egerton University 	<p>Kenya Agricultural Productivity Programme (KAPAP)</p> <p>USD 26,000</p>	<p>Project Secretary</p> <ul style="list-style-type: none"> • Organizing, participating and reporting on farmers’ field days. • Mobilization of farmers and distribution of fertilizers and seed to the participating farmers. • Follow-up with farmers on monitoring and evaluation of their activities and preparing progress reports. • Preparation of project reports and accounting for expenditures • Mobilization and facilitation of farmers to demonstrate sorghum value chain products at the Kisumu ASK Show, 2015

F: PROFESSIONAL DEVELOPMENT COURSES

DATE	DURATION	TRAINER	COURSE TITLE
9 th – 10 th May, 2019	2 Days	Institute of Certified Public Accountants (ICPAK)	Finance and Risk Management Training
5 th February – 2 nd March, 2019	5 Days	Kenya Bureau of Standards (KEBS)	Lead Audit Training- ISO 9001:2015 and ISO 19011 Guidelines
19 th -22 nd June, 2018	4 Days	KEBS	Implementers Training on ISMS ISO/IEC 27001:2013
23 rd -26 th April, 2018	4 Days	KEBS	Performance Management, Root Cause Analysis and Quality Objective Setting.
17 th September, 2017	1 Day	Kenya Industrial Property Institute (KIPI)	Training Workshop on Intellectual Property Rights, Innovations and Patents.
6 th – 8 th April, 2017	3 Days	KEBS	Internal Quality Auditors Upgrading on ISO 9001:2015
16 th -17 th March, 2017	2 Days	Salaries & Remuneration Commission (SRC) & Price Waterhouse Coopers	Job Analysis and Evaluation.
22 nd -23 rd September, 2016	2 Days	KEBS	Training of Trainers Course on ISO 9000 Standards.

G: UNIVERSITY COMMITTEES SERVICED

June 2018 to date	Information Security Management System (ISMS) – ISO/IEC 27001:2013 Implementation Committee <ul style="list-style-type: none"> Champion to facilitate the process of establishment, implementation, operation, monitoring, review, maintenance and improvement of the University Information Security Management System.
May 2018 to date	Data and Knowledge Management Committee <ul style="list-style-type: none"> To identify and document data needs and gaps within the University, process data and information in a consistent manner, establish patterns, trends and draw insights from the data and knowledge intelligence in addressing critical problems to inform on policy and resource allocation. To preserve and share knowledge and lessons learnt across the University, sector and Government for continual improvement
September 2011-to date	Quality Management System Champion <ul style="list-style-type: none"> Facilitate effective implementation of Quality Management System; Ensure QMS documents and procedures are developed, updated and communicated Ensure Quality Objectives are measurable across all functions Organize and facilitate Internal and External (Surveillance) Audits Organize and facilitate Quality Management review meetings, workshops and seminars

	<ul style="list-style-type: none"> • Lead Auditor/Internal Auditor on ISO 9001:2015 • Lead Auditor /Internal Auditor on ISO 9001:2008
October, 2011– November, 2015	Shows & Exhibitions Committee Secretariat <ul style="list-style-type: none"> • Facilitated exhibitors during the Annual Exhibitions by Kenyan Universities organized by Commission for University Education (CUE) and at the Annual Agricultural Society of Kenya (ASK) Regional Show in Kisumu
January 2013 – November, 2015	IGU Committee <ul style="list-style-type: none"> • Providing Secretariat support to the Income Generating Unit (IGU) Committee

H: COMMUNITY OUTREACH: VOLUNTARY ASSIGNMENTS

Period: February 2015 to date

Organization: Agricultural Society of Kenya (ASK), Kisumu Regional Show Branch

- Member of the Protocol & Hospitality Sub-Committee
- Member of Strategic Plan Monitoring & Evaluation Sub-Committee
- Member of Youth Development Agenda Sub-Committee

I: CONFERENCES ADMINISTRATION

JOOUST and Delft University of Technology **Secretariat**
International Conference '*Harnessing Culture and Technology for Sustainable Development and Good Governance and Innovation*'. 24th to 28th November, 2015

1st JOOUST International Scientific Conference **Resource Person/Facilitator**
'*Harnessing Science, Technology and Innovation for Sustainable Development and Good Governance*'. 24th to 26th June, 2015

Horticultural Association of Kenya (HAK), Institute of Plant Diseases & Plant Protection, BUC & Leibniz Universitaet Hannover, Germany : DAAD Sponsored 12th Workshop on Sustainable Horticultural Production in the tropics.' *How Should we teach in horticultural courses? From frontal teaching to problem based learning*'. 4th -7th December, 2012 **Conference Secretariat**

Bondo University College (BUC) & German Academic Exchange Service (DAAD) International sponsored GANAA 2012 Summer School on Multi-Lingualism and Language Policies in Africa. 9th – 15th September, 2012. **Conference Secretariat**

BUC and Cape Peninsula University of Technology
(CPUT), South Africa, joint International Scientific
Conference. February 2011.

Conference Secretariat

J: REFEREES

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