

CURRICULUM VITAE

GERTRUDE WANGARI KIMITI

PERSONAL INFORMATION

Email: *kimitiwangari@gmail.com* • Mobile: +254 714340132 • ID No: 33207794

DATE OF BIRTH: 14th Oct 1996
GENDER: *Female*
NATIONALITY: *Kenyan*
LANGUAGES: *English, Kiswahili*

CAREER OBJECTIVE

To ensure that I do my best to contribute to the company's performance by meeting the organizations and client's expectations. Utilize fully the knowledge I have acquired and also learning new skills. To work in a challenging environment that will allow career growth and development.

WORK EXPERIENCE

March 2021- October 2021 : **Customer service**
City radiators limited.

October 2019- November 2020 : **Reception / Office Assistant**
Gredico Properties Africa Ltd

July 2019-september 2019: **Studio technical operator**
Kenya broadcasting cooperation

October 2018-November2018: **A walk in the past production**
Kenya Institute of Mass Communication

January 2018-March 2018: **Camera personnel**
Kenya Broadcasting Cooperation
Lotto promotion

Coro FM

August 2017-august 2017:

IEBC Clerk

Kamburu ward

ACADEMIC HISTORY

September 2017 – July 2019:

Kenya institute of mass communication

Upgrading Diploma in Tv production

September 2015 – July 2016:

Kenya Institute of Mass Communication

Certificate in Radio and Tv production techniques

January 2015-March 2015:

Global institute of computers and engineering studies

Computer studies

2011 – 2014:

Gitwe Girls' Secondary School

Kenya Certificate of Secondary Education

2003 – 2010:

Matimbei primary school

Kenya Certificate of Primary Education

KEY SKILLS AND COMPETENCIES

- ❖ Ability to work effectively with all levels of staff.
- ❖ Good in MS Office (word, excel, PowerPoint).
- ❖ Social media management,
- ❖ Strong decision making and problem-solving skills.
- ❖ Excellent verbal and written communication skills.
- ❖ Flexibility and able to work under pressure.
- ❖ Self-motivated.

HOBBIES AND INTERESTS

- Participating in community outreaches

- Reading books, articles, novels
- Travelling

REFEREES

1. Vincent Ochieng
Head of production department
Kenya Institute of Mass Communication
Cell: 0722 299179

2. Samuel Kiringa
Gredico Properties Africa Ltd
Cell: 0722 383359

3. John kiiru
Manager
City radiators
0713 331078