

RUTH MWENDE MUTHUI
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PROFILE

A projects management expert and an Environmental scientist with experience in Environmental impact assessment, environmental Management systems, Quality management systems, Occupational Health and safety and project management.

EDUCATION BACKGROUND

2014- 2018	M.A Project Planning and Management	University of Nairobi
2008- 2011	Bachelor of Environmental Sciences	Kenyatta University
2003-2006	K.C.S.E	Chogoria Girls' High School
1994-2002	K.C.P.E	Central Primary, Kitui

PROFESSIONAL BACKGROUND

2018- Research Work and Writing	Freelance
2014 Associate Recruiting and Training	Bridge International Academies Nairobi

Responsibilities:

- Team leader, recruiting and training for the purpose of education projects.
- Market and recruit leads, to participate in a multi-week training program aimed at training and hiring successful teachers and Academy Managers.
- Write database-based daily reports while in the field to the headquarters.
- Manage team members' finances, and prepare a budget for the purpose of recruitment.
- Vet candidates for the training by administering, marking and recording selection assessment during the recruitment drive.
- Evaluate trainees' performance using their assessment and practice scores and give appropriate feedback and coaching for improvement.

2010 The Nairobi Hospital

Intern, Quality Control

- Organizing and facilitating staff development training activities to ensure that quality is common and embraced by all staff members.
- Preparation of internal and external audit reports, analyzing effluent reports and evaluation.
- Assisted in management of documentation in the Quality control department.

ACQUIRED SKILLS

- Excellent communication skills
- Research writing
- Project planning and budget management skills
- People management skills
- Computer Skills.
- Management and Organizational Skills.
- Negotiations and Multitasking
- Critical Thinking and decision making.

ACHIEVEMENTS

- Team Leader at Bridge International of Recruiting and training teachers, I successfully recruited 63 qualified individuals in a period of 6 days.
- Co-founded an Environmental Awareness group, Mazingira Protectors and a member of Sustainable African Youth Foundation.
- 100 percent success in project, planning and implementation in Kisii, Wote, Kapsoit and Ramula.

MEMBERSHIP

Registered Member of NEMA EIA experts

REFEREES

Ms. Elsie Kinyanjui

Recruiting and Training Officer, Bridge International Academies

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