

MOMANYI CAROLINE MONG'INA

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Key priorities

- Collecting and analyzing of data
- Counseling skills
- Nutrition skills
- Communication skills
- Presentation skills
- Leadership and teambuilding skills
- Community and resource work skills
- Sales and marketing skills

Career objectives

- To establish a career in a competitive professional environment
- To enhance skills derived from my field of experience, that is food, nutrition and dietetics
- To contribute to the company's/organization's objectives and contribute to the society
- To gain self confidence

VOLUNTEER WORK

| | | |
|--|---------------------------|-------------------------|
| Medical Camp | Sheria Sacco | 06 th /06/15 |
| Medical Camp | SDA Central Church | 29 th /06/14 |
| Medical Camp | Deliverance Church Kahawa | 08 th /12/12 |
| Nutrition Awareness and collection of data | South C Medical camp | 27 th /03/11 |
| Medical camp | Kenyatta University | 23 rd /10/10 |
| | Silver Jubilee | |
| Nutrition counseling and education | Kenyatta University | 2010 & 2011 |

WORK EXPERIENCE

| | | |
|----------------------|----------------|-----------------|
| Nutrition Specialist | Veekay Limited | 01/02/2016-Date |
|----------------------|----------------|-----------------|

Duties:-

- Meeting healthcare providers and laying out various solutions by Veekay for their clients
- Organizing for Continuous Medical Education
- Ensuring good customer relationships with the whole team of healthcare providers
- Ensuring that administrative work in the office goes smooth

Office Administrator Nairobi Techpharm Limited 07/09/2015- 29/01/2016

Responsible for all the administrative processes within the office, as well as providing general secretarial support to enable the smooth and effective running of the office.

Duties:-

- Following standardized company procedures relating to all aspects of office performance.
- Maintaining suitable and sufficient office stationary levels
- Establishing stationary requirements for the Office
- Processing of all the payments on a weekly basis
- Updating databases with confidential and relevant information
- Ensuring that all information and documentation is compliant with guidelines given
- Arranging for meetings
- Taking minutes during staff meetings
- Coordinating and communicating activities for the Office, including all employee events
- Answer telephone enquiries from the association members

Office Admin. Assistant Kenya Pharmaceutical Association 26/11/2015-31/08/2016

Duties:

- Clearance and registration of members
- Provision of both clerical and administrative support to the staff
- Organization of events
- Documentation of office records
- Run office errands

Office Admin. Assistant Kenya Pharmaceutical Association 6/01/2014-3/08/2014

Duties:

- answer telephone enquiries from the association members, attend to visitors and assist other staff in the organisation with their enquiries
- operate a range of office machines such as photocopiers, computers
- file papers and documents
- undertake other duties such as banking

Volunteer Nutritionist Malindi Sub county Hospital 28/10/13-29/11/13

Duties:

- Giving nutrition education and counseling to both inpatients and outpatients
- Developing nutrition care plans for patients/ clients
- Participating in Therapeutic feeding programs
- Carrying out health talks and doing demos
- Keeping nutrition records

Nutrition intern/ volunteer Kenya Red Cross-Malindi Branch 6/05/13-25/10/13

Duties:

- Community mobilization and verification of targeted households
- Monitoring and evaluation the ongoing CFA projects
- Doing nutrition talks during school visits and the prisons as well
- Data collection and entry
- Volunteering in any activity that builds Red Cross Society
- Data collection and analysis

Nutrition Intern Kenyatta National Hospital 29/06/12- 31/08/12

Duties:

- Giving nutrition education and counseling
- Prescribing and giving enteral and parenteral feeds
- Developing nutrition care plans for patients/ clients
- Preparation of kitchen feeds for the critically ill patients
- Supervision of feeds and menus
- Carrying out health talks and doing demos

Community Volunteer The Nairobi Hospital 16/05/11-18/06/11

Duties:

- Packing prescribed drugs
- Filing in records book
- Collecting drugs from main stores and arranging them on the shelves
- Preparation of enteral and parenteral feeds
- Participated in stock taking

EDUCATION AND QUALIFICATIONS

| | | | |
|---------------|-----------------------------|--|----------|
| Postgraduate | Kenyatta University | M.Sc. (Foods, Nutrition and Dietetics) | '15-date |
| Undergraduate | Kenyatta University | B.Sc. (Foods, nutrition and dietetics) | '09-'13 |
| A Levels | St. Lawrence London College | 12 out of 25 points | '07-08 |
| O Levels | Elite Secondary School | A- aggregate | '03-'06 |
| KCPE | Elite Primary School | A aggregate | |

Computer literate, basic French literacy

CENER (Center for Nutrition and Education Research) member

INTERESTS

Reading, adventure, swimming, camping and scouting, drawing and painting, touring, socializing

SEMINARS AND TRAININGS ATTENDED

| | | |
|--------------------------|--------------------------------|----------------|
| Basic First Aid Training | Kenya Red Cross Malindi Branch | September 2013 |
| Diabetes Conference | Novo-Nordisk Kenya | June 2011 |

OTHER DETAILS

D.O.B.: 18/07/88

SEX: FEMALE

ID NO.: 25995610

NATIONAL: KENYAN

STATUS: SINGLE

RELIGION: CHRISTIAN

LANGUAGES: ENGLISH, KISWAHILI, BASIC FRENCH

REFEREES:

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