

Curriculum Vitae

Name: Kevin Mwenda Njeru

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Kevidah Ventures Ltd- Environmental Associate Expert

September 2014 to Present

- ✓ Conduction of research and development
- ✓ Proposal writing and blogging
- ✓ Established a waste management policy
- ✓ Directed the marketing of safety riding suits to motorcyclists to Supermarkets
- ✓ Supervise the transportation of wastes and evaluate the company's objectives in waste management
- ✓ Consulted with experts from other organizations on waste management and identified bests practices of reducing and recycling wastes
- ✓ Managing environmental complains such as illegal waste disposals and failure to conduct impact assessments before constructions

Freelance Writing Center- Creative writer

From March 2014

- ✓ Produced web content for real estate companies
- ✓ Carried out Search Engine Optimization projects
- ✓ Produced Creative writing content
- ✓ Managed order, scheduling, reports, email, inventory and maintained clientele book and records
- ✓ Extensive work with adobe illustrator, Microsoft packages such as (Excel, power point and word)

Mumias Sugar Company (May, 2013 to February 2014)

Intern and Environment Assistant at the Safety, Health and Environment; Mumias, Kenya

- Media relations liaison to raise the company's profile by preparing visual, oral and print presentations
- General filing, reception and administration
- Cane cutter machine operator
- In charge of safety among cane cutters' by recording accident reports and held safety talks
- Inspected fire extinguishers within the factory premises, refilled empty ones and fought against fire incidences
- Examined environmental aspects such as waste lagoons, solid waste disposal sites, water tanks and gave reports about them to the Environmental Manager
- Met and discussed with agronomists and farmers on handling of sugar cane farms to ensure ample supply of the crop for sugar production
- Inspected solid waste management sites around the factory and helped set up other disposal locations

National Environment Management Authority (NEMA), (May-August, 2012)

Attaché, Kisumu, Kenya;

- Supervise on waste management
- Toured public sites such as restaurants, bars; hotels and petrol stations to examine whether the sanitation and compliance was up to the NEMA required standards
- Issued waste handling and noise licenses on behalf of the authority to qualified individuals and organizations
- Conducted environmental impact assessments before constructions began and environmental audits for established developments within Kisumu

Ndagoni Girls Secondary School, (March-September, 2008)

Untrained Teacher, Chuka, Kenya

- Taught English, Kiswahili, Biology and Christian Religion
- I was the football (soccer) team deputy coach
- Conducted counseling and mentorship sessions to the students

COMMUNITY OR VOLUNTEER WORK

Maseno University, Anti-jigger Campaign, (March & September, 2011)

Toured Ekwanda; Maseno, Kenya where we visited area residents infested with jiggers and subsequently treated them.

Kisumu Green Project, Clean City Campaign, (November, 2011)

We cleaned and renovated Jamhuri Park in Kisumu, Kenya which had been neglected by the Municipal Council of Kisumu

EDUCATION & TRAINING

Maseno University, Kisumu, Kenya, (Graduated on December 6, 2013)

Bachelor's Degree in Environmental Science with IT

- Certificate in Environmental Science and Resource Management by the Vice Chancellor of Maseno University

Ikuu Boys' High School, Chuka, Kenya (February, 2008)

- High School Certificate

AWARDS & HONORS

Certificate in HIV/AIDS prevention, management and Counseling by Rechase Institute, 2011, Maseno, Kenya

- I underwent three-month training on HIV/AIDS prevention, management and counseling course and I received the certificate after passing.

Certificate of Participation in Environmental Awareness, Kisumu Green Project, 2011, Maseno, Kenya

- Held a cleaning exercise in Kisumu County to renovate the Jamhuri Park

SKILLS

- ✓ **Languages:** Kiswahili (Native), English (Excellent)
- ✓ **Information technology:** Web Design, Microsoft Word, Microsoft Excel, Microsoft Power Point, Microsoft Access, Adobe PageMaker, Adobe Photoshop/Illustrator, Microsoft Outlook; Visual Basic and Microsoft Office Publisher,
- ✓ Project Management in pollution control
- ✓ Fluent oral and written communication in English language

Kevin Mwenda

Nairobi, Kenya

- ✓ General understanding of environmental issues and relevant legislation
- ✓ Organizational management and teamwork