

CURRICULUM VITAE

DIANA J. CHEBOTIBIN
P.O BOX 25357-00100 NAIROBI
Telephone Number: +254 727 133 226

PROFILE

I am a self-confident, open-minded, always ready to learn, innovative and a dependable result oriented individual. I am motivated to learn something new from every experience because I believe there is always room for self-improvement both personally and professionally.

CAREER OBJECTIVE

I am looking for a challenging and rewarding career opportunity in a multi-cultural organization that will enable me to actualize my full potential, explore my capabilities and utilize my skills, experience and natural abilities. To be a productive resource and serve as an agent of positive change initiating and influencing progressive policies in an organization and utilize my skills and abilities to impact the society.

ACADEMIC QUALIFICATIONS

- 2015 to 2019:** **Master of Science in international Tourism Management**
Kenyatta University.
- 2011 to 2014:** **Bachelor of Science Tourism Management.**
Kenyatta University, Attained Second Class Upper
- 2008-2009:** **Diploma in Tourism Management**
Moi University, Attained a Distinction
- Jan2006-May2006:** **Certificate in Computer Packages**
Bartek institute, Kabarnet.
- 2002-2005:** **Kenya Certificate of Secondary Education (K.C.S.E)**
Philemon Chelagat Girls' High school, Attained C +

SEMINARS & WORKSHOP ATTENDED

- Research Re-tooling seminar for post-graduate students, department of Hospitality and Tourism management (2019)
- International Federation for IT and Travel & Tourism(2017)
- Parliamentary Service Commission Induction training for Personal Assistants under the Members of Parliament (11th parliament) (2014)
- Feminist workshop organized by CORDAID-Organization(2015)
- Ministry of planning and National Development- Training for Supervisors during population and housing census (2009)

WORKING EXPERIENCE

February 2018 - Date: Tourism Regulatory Officer - Tourism Regulatory Authority
Duties and Responsibilities

- a) Profiling and review of Tourism related activities
- b) Advise applicants on the requirements of various regulatory services
- c) Manage General correspondences on routine activities
- d) Ensure compliance with Authority's regulations and guidelines
- e) Establish and maintain partnerships and stakeholder networking.

- f) Create awareness and publicity of the Authority's activities.
- g) Monitor and Assess tourism activities and services to enhance continuous improvement
- h) Pre-qualify Hospitality Establishments for star-rating(Classification)

April 2013 - January 2018: Chief Coordinator, Baringo South Constituency Office (Parliamentary Service Commission)

Duties and Responsibilities

- a) Overall in charge of the day to day running of the constituency offices in Baringo South and Nairobi (National Assembly)
- b) Conduct research to inform constituency development and legislation
- c) Organize and maintain the Member of Parliament's official diaries and making appointments.
- d) Organize media briefings on behalf of the Member of Parliament
- e) Develop constituency office work plans and Budgets.

January - March 2013: Public Relations /Tour Guiding Intern - Nairobi National Museum

Duties and Responsibilities

- a) Taking around Tourists within the museum while explaining to them about the Culture, History of Kenya, and Origin of human kind, Exhibitions, Bird species, Snake Park and plant species.
- b) Receiving quests at the reception and assisting them where necessary. Participating in exhibition events.

January 2010: Receptionist - Avenue Suites Hotel Nakuru

Duties and Responsibilities

- a) Ushering quests to the Hotel, Making Reservations, and bookings on behalf of the clients.
- b) Answering to phone calls on behalf of the management, responding to mails.
- c) Linking the management with the clients.

Sept 2008-Dec 2008: Attachment (Tourism Licensing) - Ministry of Tourism and Wildlife.

Duties and Responsibilities

- a) Licensing Hotels, tour operators and tour companies.
- b) Renewal of licenses.
- c) Inspection of Hotels.
- d) Doing Filing and documentation.
- e) Customer care.

ADDITIONAL DUTIES AND RESPONSIBILITIES

2019-Date: Chairperson, Board of Management - Sandai Secondary School, Baringo

2015 - 2019: Deputy chairperson, Board of Management - Sandai Secondary School, Baringo

March 2009: Volunteer: USAID-APHIA II (Gender Bases Violence Eradication Program - Nakuru).

Dec.2007: Volunteer - World Vision Kenya (Girl Child Protection program – Marigat District)

HONORARY AWARDS

- a) Miss World Kenya Pageant Finalist - 2009.
- b) Crowned Miss Environment Rift Valley Province 2008.
- c) Miss Agricultural Society of Kenya (A.S.K) Finalist - Nakuru - 2009

HOBBIES AND INTERESTS

- Tourism and Travelling
- Swimming
- Charitable and voluntary work

REFEREES

Dr. Esther Munyiri
Chairperson,
Department of Tourism Management
Kenyatta University
P. o. Box 43844-00100
Cell: +254 721 257 133
Email address: ekagure@yahoo.com

Mr. Wilson Kiplagat
Regional Manager,
Tourism Regulatory Authority
P. o. Box 15196 - 2 0100
Nakuru
Cell: +254 722 662 157
Email address: wtegeno@yahoo.com

Dennis Sankale Keis
Director General
Youth senate Kenya
P.O Box 37640-00100
Nairobi
Cell: +254727930156
Email address: sankale@youthsenate.or.ke