

MARION MUTWOTA

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A detail-oriented person with years of exposure to practical construction industry, I have gained the required leadership skills and dynamism necessary to build and guide successful implementation teams with ability to meet deadlines and targets, act creatively and fast.

EXPERIENCE

AUG 2016 – PRESENT

TECHNICAL SALES ENGINEER, GEOTEXTILES EAST AFRICA LTD

- Identifying and establishing new business
- Organizing sales visits
- Liaising with existing clients
- Preparing tenders, proposals and quotations
- Providing pre-sales and post-sales support
- Negotiating contracts, terms and conditions
- Reviewing cost and sales performance
- Writing reports and sales literature
- Providing product education (Training workshops) and advice
- Attending trade exhibitions, conferences and meetings
- Ensuring that sales targets are met.

MAY 2013 – JULY 2016

CIVIL ENGINEER, SINOHYDRO CORPORATION LTD

- Preliminary Design review and drawings for various project
- Tendering
 - Preparation of Bill of Quantities
 - Technical strategies and solutions
- Technical Proposal preparation
- Site Visit and pre-bid meetings
- Supervise project progress and timely completion, keeping all contractual records from site diligently.
- Preparing regular project reports
- Dealing with suppliers internationally and locally to procure items as per project requirements
- Attending of design team meetings with in-house and external consulting design staff.

JULY 2012 – OCT 2012

CIVIL ENGINEERING INTERN, WANJOHI MUTONYI CONSULTING ENGINEERS

- Structural detailing
- Preparing bar bending schedules

- Taking off quantities
- Producing CAD designs and drafts

JULY 2010 – OCT 2010

CIVIL ENGINEERING INTERN, NAIROBI CITY WATER & SEWERAGE COMPANY

- Assisting in mapping and analyzing geographical data using GIS
- Field work – Surveying (setting, levelling & booking)
- Analysis of Survey data and drawing water line profiles
- Compiling summarized reports on different civil works

EDUCATION

AUG 2013

BSC. CIVIL ENGINEERING, UNIVERSITY OF NAIROBI

All Civil Engineering sub-disciplines covered.
Awarded Second Class Honors

NOV 2008

CPA & CCA, VISION INSTITUTE OF PROFESSIONALS

Awarded a credited certificate

DEC 2006

KCSE, CARMEL GIRLS HIGH SCHOOL

Mean grade A-

SKILLS

- Good interpersonal relationship grounded in teamwork and excellent communication skills
- Excellent time management skills and ability to work on tight timelines
- Project management computer skills e.g MS Project, MS office and excel
- CAD Design software e.g AutoCAD, Prokon, Revit(basics), and Civil 3D

ACTIVITIES

COURSES

- Climate change the science and solution – University of Exeter – ongoing online course
- Designing with Geosynthetics – IGS – Ongoing training

MEMBERSHIP AND ASSOCIATIONS

- Member of EWB – Kenya
- Registered Graduate Engineer – EBK

EXTRA-CURRICULAR ACTIVITIES

- School band, Science Congress certification

LANGUAGES

- English – Very good command
- Swahili – Very good command
- Spanish – B2 level
- German – B2 level
- Japanese – A1 level