**ALICE MARGARET MUTHONI MWAURA**

B.A (HONS) – UON

Post Graduate in Journalism – Kenya institute of Mass Communication

P.O. Box 72781 – 00200 19 years’ experience as a Director –

Nairobi, Kenya Multiplex Technical Services Ltd.

+254722785492

Email: [multiplex2004@yahoo.com/](mailto:multiplex2004@yahoo.com/) [info@multiplextech.co.ke](mailto:info@multiplextech.co.ke)

Website: [www.multiplextech.co.ke](http://www.multiplextech.co.ke)

**PERSONAL DETAILS**

Date of Birth : 25th October, 1964

Nationality : Kenyan

Gender : Female

Marital Status : Married with two children

Current Employer : Multiplex Technical Services Ltd

Current Position : Director/ C.E.O

**EDUCATION BACKGROUND**

1998 (Mar – Nov) : **Kenya Institute of Mass Communication**

Post Graduate Diploma in Journalism

1997 : **Certificate of attendance - Parliamentary Reporting**

1996 : **United States International University - Africa**

Certificate in reporting on Gender issues and feature writing in general

1994 (3 months) : **Kenya Institute of Mass Communication**

Certificate in Journalism – Public Relations

1987 – 1990 : **University of Nairobi**

Bachelor of Arts – Sociology and Literature

Second Class Honors (Lower Division)

1984 – 1985 : **Mary Leakey Girls High School**

K.A.C.E 3 principals in Literature, Geography, History (10 points)

General Paper – 1 Subsidiary

1980 – 1983 : **Mary Immaculate Secondary School**

K.C.S.E Second Division

English, Literature, History, Geography, Kiswahili, Biology, Maths,

C.R.E (All 22 points)

1973 – 1979 : **St. Michaels’s Boarding Primary School**

C.P.E (All 25 Points)

**PROFESSIONAL EXPERIENCE**

2000 – To Date

**Director, Multiplex Technical Services Limited**

**Key Responsibilities**

* Direct and manage office works
* Outsourcing and supply of various brands of electrical accessories and fittings
* Ensuring that the materials procured are quality and up to standard
* Processing the payroll
* Marketing and customer care services

1992 – 2000

**Information officer – Ministry of Information and Broadcasting**

**Key Responsibilities**

* Research and writing feature articles on topical issues
* Writing profiles of prominent personalities in the country
* Writing and updating to the booklet Kenya Land and Contract
* News gathering and reporting
* Carrying out news monitoring service of the major international broadcasting i.e. BBC, VOA etc. on any news items on Kenya and keeping the director of information briefed.
* Contributes for the publication “The Baby Times” i.e. health related and development issues.
* Assisting the commercial manager with coordination and control of financial activities of the UNESCO funded rural press and with general administrative duties.

1990 (April)

**Research Assistant – Mr. Zaberia Matano – (then a post graduate student at the University of Nairobi)**

**Key Responsibilities**

* Conducted a research in Thika District on “The effect of formal employment on working mothers and their families”.

1990 – 1991

**Teacher – Matungulu Girls Secondary School**

**Key Responsibilities**

* Taught English – forms 1 & 3

1986 - 1987

**Teacher – Kigumo Bendera High School (Vacational Job)**

**Key Responsibilities**

* Taught literature and history

1986 - 1987

**San Marino Company – Accounts Clerk**

**REFEREES**

1. Rachael Kimani

Multivision trading Company

Tel: +254722391459

Nairobi

1. Winfred Kamau

Specion technologies

Tel: +254722779030

Nairobi

1. Peter Karanja Wanyoike

P.K. Wanyoike & Macharia Advocates

Tel: 254722785280

Nairobi