**CURRICULUM VITAE**

1. **PERSONAL INFORMATION**

Full Names : Samson Mburu Gitau

ID No : 29524471

Nationality : Kenyan

Religion : Christian

Languages : Proficient in English, Kiswahili

Cell : 0720626456

Address : P.O Box 148, Kenol- Murang`a

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1. **CAREER OBJECTIVES**

To become a force for positive societal change through the media, in a dynamic and challenging environment where there is room for maximum utilization of my abilities and potentials with an objective to improving the productivity and image of the organization I work for.

1. **WORK EXPERIENCE**

**3.1 1st march 2016 to Date – Corporate Communication Assistant**

**The National Industrial Training Authority (NITA)-** A semi-autonomous government agency mandated in providing Industrial Training. ISO certified.

**Duties**

1. Facilitate registration of employers for NITA levy compliance;
2. Determine Sector Training Needs and approve Annual Training Plans;
3. Develop Industrial Training programmes including; Occupational competence standards, testing and certification systems, approval of capacity for employers to offer apprenticeship, internship, and attachment, and accreditation.
4. Recommending Training Providers and Assessors for registration by the Authority including Master Craftsmen and assessors.
5. Profiling of stand-out training providers.
6. Recommending mechanisms for improving Industrial Training Levy collection and
7. Recommending new trade areas for Trade Testing.
8. Coordinating STCs meetings
9. Formulation and implementations of corporate communications work plan.
10. Managing social media platforms for the NITA in a bid to enhance good publicity.
11. Organizing corporate communications events such as press conferences, Launches and exhibitions.
12. Undertaking Customer Satisfaction survey
13. Media relations on behave of NITA in creations of good image for the organization.
14. Writing speeches, remarks and reports for corporate events.
15. Participations in corporate branding in both internal and external to improve on the Authority`s visibility.
16. Act as a bridge to merge NITA stakeholders with the Authority for purpose of quality service delivery.
    1. **14th November 2016 to 15th March 2017-**

**Independent Electoral Boundary Commission.(IEBC)**

**Position;** Maragwa Constituency Voter Educator

**Responsibility:**

1. Supervising ward voter educators
2. Compiling report from the voter educators
3. Issuing IEBC manuals, bronchures.
4. Educating locals to IEBC mandate and work.
5. Educating gatherings on voting procedures
6. Mobilizing gatherings for voter registration.
7. Organizing public forums to sensitize to public on the electoral processes.
   1. **September 2015 –November 2016: BOM Teacher -Karungangi secondary.**

**Duties.**

1. English and chemistry teacher.
2. Patron to Christian Union.
3. Attending school duties.
   1. **October –December 2014: Nairobi Water and Sewerage Company. (NWSC)**

**Position:** Corporate Affairs Assistance.

**Responsibility:**

1. Media monitoring.
2. Social media management
3. Events planning and management.eg. Marathon, CSRs, Media Conferences, Cocktails and workshops.
4. Internal and external communications.
5. Newsletter article writing
6. Stakeholder’s relations e.g. customers, employees.
   1. **2014-April 2014: world vision household data survey.**

**Position:** data entry- clerk

**Responsibility:**

1. Collecting household data from respondent.
2. Analyzing data entered for clarity.
3. Answering empirical questions regarding the subject matter.
4. Organizing people to fill questionnaire and interviews from focus group.
5. Evaluation of final data entered for submission.
   1. **20l2- January 2013: Independent Electoral Boundaries Commission**

Position: Voter Registration Clerk

**Responsibilities:**

1. Comply with the instructions of the local returning officer and presiding officer
2. Assist in the layout of the polling station and prepare for the opening of the poll
3. Check and mark the elector’s numbers in the register of electors
4. Help with any other polling station duties on the instruction of the presiding officer

**3.8 2013 July- 2014 March**

English News Presenter at MMU Radio (99.9 FM) – Multimedia University’s Training Radio Station.

**Key Responsibilities at MMU Radio Station**

1. Presentation of news by making oneself presentable, audible and use of acceptable language and delivery skills.
2. Prepare radio news bulletins and current affairs programmes.
3. Creatively conceptualize programme ideas for the station’s shows.
4. Research, compile and present diverse content within the various shows.
5. Manage the editing and production of editorial content in strict accordance with MMU House Style and Editorial policy.
6. Translate English stories into nationally accepted Kiswahili and vice versa.
7. Contributor to, ***Journalism Club Magazine***, a publication of Multimedia University.

**Key Responsibilities:**

1. To edit stories for accuracy, facts, grammar and simplicity
2. To edit pictures selected to go with particular stories
3. Design and layout pages for appeal
4. Write headlines and captions
5. **EDUCATIONAL BACKGROUND**

April 2019 - **Masters in Project planning and management**

2012-2015: **Bachelors of Mass Communication** at Multimedia University **(Public Relations** Option) **second class upper division**.

2012- Multimedia University Computing and Information Technology-

- Certificate in Computer Studies

2007-2010: Karima High School

Award: Kenya Certificate of Secondary Education (K.C.S.E-aggregate of **B+**)

1998-2006: Gathungururu Primary School

Award: Kenya Certificate of Primary Education **(K.C.P.E, 344/500marks**)

**5.0 ICT SKILLS**

I have working knowledge in the use and application of:

1. Adobe Audition
2. Adobe Photoshop
3. Corel Draw
4. Internet and e-mail access
5. Microsoft Office(Ms Excel)
6. Spread Sheets
7. Word processing applications( Ms Word XP)

**6.0 OTHER INTERESTS**

1. Listening to Radio and Watching T.V for Local and International news stories.
2. Reading memoirs, profiles, biographies of media personalities.
3. Traveling and Adventure.
4. Reading newspapers, magazines, novels, and browsing Internet.
5. Socializing and Making Friends.
   1. **REFEREES**

1. Dr. Rose Komu

Senior Industrial Training Officer

National Industrial Training Authority

P.O Box 74494-00200

Nairobi.

1. James Karanja

Corporate Affairs Cordinator

Nairobi Water and Sewerage Company.

P.O Box 30656 Kampala Rd, Nairobi, Kenya

Cell: 0712066398

1. Alfred Kidaha

Public Relations Lecture/Exam officer

P.O Box 30305-00100

Nairobi, Kenya

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