

ODONGO AKWABI GETRUDE

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NAIROBI

Phone:

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BIODATA

NATIONALITY : KENYAN

LANGUAGES : ENGLISH, KISWAHILI, NATIVE

PERSONAL PROFILE

An organized and adaptable, administrative assistant with five years experience working in the Dean's Office assisting with conceptualization of innovative proposals, and overcoming administrative hurdles and advance the university's mission and vision. My attention to detail and excellent time management skills means that every task is completed efficiently and to the highest possible standard. I am proficient team player, but independent-minded. I'm also a professional monitoring and evaluation officer dedicated to developing broad aspects of performance metrics, including tracking and reporting.

ACADEMIC QUALIFICATIONS

Jan 2017 :- : **Jomo Kenyatta University of Agriculture & Technology**
Masters of Science (Monitoring & Evaluation)

Jan 2005 – Sep 2006 : **TEC Institute of Management**
Higher Diploma (Counseling Psychology)

Sep 1997 – Dec 2001 : **Kenyatta University**
Bachelor of Science (Family & Consumer Studies- Human
Nutrition & Dietetics)
Second Class Honours Upper Division

Feb 1992 – Nov 1995 : **Nasokol Girls Secondary School**
Kenya Certificate of Secondary Education (K.C.S.E)

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Jan 1983 – Nov 1991

:A.P.T.C Primary school

Kenya Certificate of Primary Education (K.C.P.E)

TRAINING, WORKSHOPS, & CAPACITY BUILDING

- 20th – 21st September 2018 : Participated in a Curriculum Review Retreat.
- 21st – 23rd February 2018 : Participated in the 1st Regional Multi-Disciplinary, Multi-Sectoral Conference on Drug Demand Reduction and Supply Suppression.
- 9th – 11th February 2017 : Attended a training on Transformative Leadership
- April – November 2016 : Participated in the publication of the Chemchemi International Journal of Humanities and Social Sciences.
- 19th – 21st October 2010 : Attended a training on Treatment Literacy and Advocacy
- Advanced Computer skills – (office applications including Microsoft Suite)

WORK EXPERIENCE

- July 2014 :- : **KENYATTA UNIVERSITY**
Administrative Assistant
(School of Humanities and Social Sciences)
- Jan 2008- Nov 2011 : **MILLENIUM SCHOOL**
Teacher (Geography, Kiswahili and Foods & Nutrition)
Head of the Foods and Nutrition Department
- Jan 2007- Nov 2007 : **RUIRU STAR HIGH SCHOOL**
Teacher (Geography, & Kiswahili)
Head of the Drama Club
- April 2005 – June 2006 : **P.C.E.A KIKUYU CHURCH**
Programme Manager
(Advising and managing project implementation)

SKILLS AND COMPETENCIES ACQUIRED FROM WORK EXPERIENCE

- ❖ Communication skills
- ❖ Facilitation Skills
- ❖ Leadership skills
- ❖ Organizational skills
- ❖ Interpersonal Skills
- ❖ Teamwork

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REFEREES

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2. Dr. Felistus Hilda Makhamara
Lecturer, School of Business,
Kenyatta University,
P.o Box 43844 - 00100,
Nairobi.
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3. Mr. Daniel Olilo
Head of Academics,
Oshwal Academy
P.o Box 1130-00606
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