




OBJECTIVE


CONTACT


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LANGUAGES

- English
- Kiswahili
- Kikuyu

A global citizen who imprints long-lasting value inspired by selfless devotion through development of strategies and supporting processes and policies with positive results to the global society.

PERSONAL PROFILE

A result-driven professional with aspiring progressive career, with over 15 years of experience skilled in developing and managing project/job deliverables. I am a proven leader with a keen understanding of priorities and demonstrated expertise in rapidly advancing goals to achieve best results. Skilled at developing and executing targeted initiatives that drive growth, achieve organization objectives. I desire to work within a challenging and rewarding environment, which will give me an opportunity to utilize my rare skills, apply my academic knowledge that would lead to both personal and organizational growth to global enviable standards.

EDUCATION

- 2019-2020: Doctor of Philosophy in Management- Universidad Azteca (México City)
- 2015-2018: PhD in Project Management (Coursework Completed)- *Jomo Kenyatta University of Agriculture and Technology*
- 2017-2018: Masters of Business Administration – *University of the People (USA)*
- 2011-2013: Masters of Business Administration (G) –*Management College of Southern Africa (South Africa).*
- 2011-2013: Bachelor of Science in Business Administration (First Class Honors) -*University of the People- USA.*

- 2013-2014: Bachelor in IT Security - *SMC University, Switzerland*
- 1999-200: HND in Entrepreneurship Development - *Technical University of Mombasa*
- 1989-1992: Craft Certificates in Mechanical Engineering (Production Option)- *Thika Technical Training Institute*
- 1984-198: Kenya Certificate of Education – *Kairi Secondary School*

PROFESSIONAL TRAINING & QUALIFICATIONS

- 2020 : Planning for Monitoring and Evaluation – Philanthropy/University/FHI360/BerkeleyHass
- 2020 : Cybersecurity in Mergers & Acquisitions (M&A)- EC-Council University
- 2020 : Home-Based working: A security Challenge for Enterprises -EC-Council University
- 2020 : Information Security and data governance, “ How they work together - EC-Council University
- 2020 : Business Continuity in the new WFH Culture- EC-Council University
- 2020 : Make Sure your disaster Recovery Plan works when you need it- EC-Council University
- 2020 : Do you have Traits to Succeed in cybersecurity? -EC-Council University
- 2020 : Coronavirus- A reality check for your BCP- EC-Council University
- 2019 : Intelligence Led Penetration Testing- EC-Council University
- 2019 : Machine Learning Fundamentals- EC-Council University
- 2018-2019 : Diploma in Professional Leadership – Shaw Academy
- 2018-2019 : Diploma in Cryptocurrency – Shaw Academy
- 2019 : Senior Management Course – Kenya School of Government
- 2019 : ISO 9000-2015 Internal Auditors’ Course – MMCL
- 2018 : Six Sigma Quality management Systems – Potoon Consulting
- 2018 : Data Science – IBM
- 2018 : Open source tools for data science - IBM

- 2018 : Facilitating Online Courses – Commonwealth of Learning (CoL)
- 2018 : Effective Communication for Healthy Outcomes – US Department of State
- 2018 : ISO 9000-2015 Internal Auditors’ Course – MMCL
- 2016-2017 : Alternative Dispute Resolution (ADR) – Alison
- 2017 : System Analysis and Design – Alison
- 2017 : Solar Energy – Alison
- 2017 : Flexible Skills Development – (CoL)
- 2017 : The online Marketing Fundamentals Qualifications - Google
- 2017 : Securing Digital Democracy – University of Michigan
- 2017 : Understanding Human Rights – US Department of State
- 2017 : Responsible Leadership – US Department of State
- 2020 : Responsible Leadership on Transparency and Good governance US Department of State
- 2017 : Tricider for Online Classroom Collaboration - Alison
- 2017 : Using Whiteboards – Alison
- 2017 : Teaching With Moodle - Moodle
- 2016 : Diploma in Human Resources Management- Alison
- 2016 : Coursera Mentor Community and Training Course- Coursera
- 2016 : Business Intelligence and Knowledge Management - Alison
- 2016 : Fundraising Concepts – US Department of State
- 2016 : Forensic Investigation - IICFIP
- 2016 : SPSS – WEBBS Institute
- 2016 : Understanding Elections and Civic Responsibility- US Department of State
- 2015 : Distance Education Training Standards - DETC
- 2015 : Instructional Design for Mobile Learning - Canvas
- 2015 : Fundamentals of Career Strategy – University of the People
- 2014 : Cybersecurity – Excelsior College
- 2012- 2014: Diploma in Business Management and Entrepreneurship - Alison
- 2012- 2014: Diploma in Business Process Management - Alison

- 2014 : Diploma in European Union Public Procurement
- 2014 : Public Procurement and Disposal Proficiency Course (PPOA- Kenya)
- 2013 : Electronic Project Management Information Systems – Government of Kenya (GoK)
- 2012-2013: Social Media Marketing – HP Life e-Learning
- 2012-2013: Customer Relationship Management - HP Life e-Learning
- 2012 : ISO 9001 Training of Trainers Course – Crystal Management Consultants
- 2011 : UNESCO Bangkok e-Learning Series on Information Communication Technology in Education
- 2011 : Flexible Skills Development – (CoL)
- 2010 : Performance Management Cycle – Contours and Linkages
- 2010 : Electronic Project Management Information Systems – Government of Kenya
- 2009 : Public Sector Reforms and Performance Contracting - GoK
- 2006 : Trainer of Trainers – International Labor Organization (ILO)
- 2005- 2006: Professional Credit Management (CMP1)- KASNEB

Ongoing:

- Digital Computer Forensic - eDX
- Understanding terrorism –
ACTIS Global Network (Switzerland).
- Counter-Terrorism Policies-
ACTIS Global Network (Switzerland)

SKILLS

- **Development and Operational Effectiveness:** Ability to lead strategic planning, results-based management and reporting. Ability to go beyond established procedures and models, propose new approaches which expand the range of programmes.
- Elections management
- Quality Management
- Advocacy
- Virtual/remote coordination

- Resource mobilization
- **Project Management:** Ability to lead a team, manage and coordinate the planning, budgeting, implementation and business development activities of a project.
- **Performance Management:** Ability to effectively manage performances. Establishing and implementing a complete performance improvement process, designing a performance review process, maintaining it and effectively monitoring its implementation.
- **Quality Management:** Understand how to obtain and ensure quality results for total satisfaction, be able to take corrective actions and effectively perform verification of project standards.
- **Education and Training:** Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- **Problem Solving and Decision Making:** Ability to analyze and define a problem, evaluate alternatives, find a solution and understand how and when to make a choice.
- **Planning and Organizing:** Ability to identify and prioritize activities and assignments, make necessary adjustments as required; foresee risks and allow for contingencies when planning.
- **Communication Skills:** I am an excellent communicator who effectively conveys information both verbally and in writing. I am also a keen listener and gives prompt feedback.
- **Business Continuity Planning-** I am good strategic thinker with the ability to plan effectively for business continuity if it is affected by different levels of disaster which can be localized short term disasters, to days long building wide problems, to a permanent loss of a building.

WORK EXPERIENCE

3rd February, 2020 to date

Deputy principal Academic Affairs

Responsibilities:

- Supervise academic affairs
- Ensure class attendance for both trainers and trainees
- Taking charge of all aspects of institution administration in the absence of

the head of institution

- Maintain student discipline
- Supervision of proper inventories
- Training subject of specialization
- Any other duty assigned by the principal

02/2019 – 02/02/2020

Registrar

Responsibilities:

- Directs and coordinates college or university registration activities
- Provision of back-up for records and registration services.
- Issuance of student identification cards
- Working special events.
- Coordinates dissemination of information on courses offered and procedures
- Consulting
- Administration and coordination of both internal examinations
- Marketing and publicity.
- Policy formulation.

01/09/2018 to Date

Position: Chief Vocational and Technical Trainer at Public Service Commission (PSC).

2015/16/17

Independent External Expert (IEE)-GoK - Performance Management

Duties: Negotiating performance contracts with Ministries, Departments, Parastatals, Universities and Agencies affiliated to the government, evaluating performance, performance reporting and other related responsibilities.

01/2018 to 02/2019

Quality assurance & Standards Officer

- Ensuring that schemes are developed
- Implementation of schemes of work
- Ethical evaluation of students
- Adherence of professional ethics in all academic matters
- Ensure lectures evaluation/appraisal is done in a fair manner
- Ensuring availability of lecture rooms for all classes.

11/2009- 2016

Head of Performance Contracting and Strategic Planning Responsibilities:

- Strategic planning.
- Setting and evaluation of performance targets (MBO).
- Drawing work plans.
- Budgeting.
- Coordinating performance, activities
- Allocating resources.
- Monitoring and evaluation.
- e-PROMIS (Electronic Project Management Information Systems).
- Controlling Reporting and Review.

02/05/1996-08/2019

Senior lecturer III - *Teachers Service Commission*

Responsibilities: Training

January, 2006-August, 2018

Position: Co-Coordinator-Entrepreneurship Projects

Responsibilities:

- Promoting efficiency in the teaching process for the projects with regards to the projects' guidelines.
- Maintaining inventories.
- Working out the needs and priorities in the subject area in conjunction with other lecturers.
- Coordinating and submission of the reports to the relevant Agencies/bodies.

2009-2016

Position: Secretary to the Institute Health and Safety Committee

Responsibilities:

- Providing information on measures needed to create safe conditions for studying, service and employment to enhance safe conduct by staff and students.
- Organizing sensitizing the stakeholders on safety issues.

- Monitoring and evaluation.

2006-06/2010

Position: Dean of Students

Responsibilities:

- In charge of student welfare i.e. to promote the wellbeing of the students more so when they are in session.
- Advising and Mentoring.
- In charge of issuing the bursary application forms, collecting, processing them, and presenting, the analyzed data to the institutional bursary committee.
- In charge of: Crisis management, Crisis intervention, Conflict resolution ,mediation, and adjudication, Disaster preparedness, Behavior therapy (behavior concerns advice), Risk assessment and management, Orientation programs, New student orientation programs, Student leadership orientation programs, Leadership development, Referrals.
- Consultation and reporting on issues of discrimination or misconduct.
- Student counseling and support.
- Approving student leave of absence.
- Role disambiguation.
- Coping with cyclic psychographics
- Competing roles.

Sept 2006 - June 2010

Position: Secretary -Management Committee

Responsibilities:

- Policy development for day to day running of the institute.
- Strategic planning.
- Controlling, Monitoring and evaluation.
- Coordinating and Organizing.

22/08//2010

Member of the anticorruption committee

Nov 2012 - April 2013

Intern at BAV Consulting (USA):

Responsibility: Development of Marketing Plan for the University of the People.

Others:

- **2004/2005:** Head of Section (Mechanical)-deputizing the head of Department at Masai Technical Training Institute
- **Oct - Nov 1999:** Intern at Pride Kenya
- **1998:** Head of Department at Masai Technical Training Institute

ACHIEVEMENTS/ACCOMPLISHMENT

- Developed a mobile learning site
- Developed and drafted a proposal for center of excellence for the institute
- Advised board of management on various performance targets
- Developed institutionalized ISO:9001:2008 procedures
- Recommended Business Process Reengineering (BPR)- online courses
- Wrote and presented an international conference paper on Enhancing Skills Development in Africa
- Reviewed ISO 9001:2008 institute's operational procedures
- Inspired a formal maintenance system/method in the institute
- Presented with an award for outstanding contribution in developing the institute's strategic plan
- Presented with an award for writing and presenting an international conference paper in at Makerere Business School- Kampala, Uganda
- Entered in the Dean's list (University of the People) for more than five times for outstanding performance (GPA =3.68)
- Successfully made to the top 100 worldwide in university of Nyenrode competition.

HONORS & AWARDS

- Honored for participating in the process of developing intuition's strategic plan (10.03.2007).
- Awarded for long service (10.03.2007)
- Recognized for outstanding participation in the UoPeople-BAV Consulting Internship between Nov. 2012 and April, 2013.
- Commended for active participation in the "Linkage of Industry with Academia Program in 2011 on the theme of "Private Sector and Industry Capacity Development Towards Vision 2030 & MDGs."

- Entered in the Dean's list (University of the People) for more than five times for outstanding performance (GPA =3.68)

CONFERENCES & PRESENTATIONS

23/05/2011- 27th May, 2011

Participated and made a presentation International workshop on "Enhancing Skills Development in TVET Institutions in Africa" organized by CAPA in collaboration with COL. The Workshop was held at Makerere University Business School at Royale Hotel- Kampala (Uganda).

COMMUNITY SERVICE

- 2010 - 2011: Chairperson -Finance at ACK Emmanuel Cathedral Parish (Kajiado)
- 2009 - 2011: Board of Education Member at ACK Diocese of Kajiado.
- 2017 to Date: Mentor on Understanding Terrorism and the Terrorist Threat (University of Maryland).
- 2016-2018: Treasurer- ACK Emmanuel Cathedral Parish (Kajiado).
- Active participation in the development of a strategic plan (2017-2022) for ACK Emmanuel Cathedral Parish (Kajiado).

PROFESSIONAL MEMBERSHIP

- Kenya Association of Project Management
- Member to the International Institute of Certified Forensic Investigation Professionals USA, Inc. (IICFIP)- the Kenyan Chapter.

Personal social responsibility

- Ambassador, University of the People (USA)
- Course Mentor on Understanding Terrorism and Terrorist Threat at University of Maryland (USA).

REFERENCES

References available on request