

CURRICULUM VITAE

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Career Objective

- To be part of an organization that values teamwork, hard work, integrity and professionalism
- To apply my skills, and continuously develop myself in order to meet the challenges of a dynamic environment.
- To develop excellent interpersonal relationship with clients and colleagues in order to meet stipulated goals and objectives.

Summary

- To bring out my potential knowledge and skills in the organization.
- To fulfil the institutions/ organization interest, and achieve the goals under minimum or no supervision.
- To give priority to the interest of the clients to meet the stipulated objectives.

PROFESSIONAL SKILLS

Education and Training.

- **Sept 2016- Sept 2021:** University of Embu. Awarded Bachelor of science Economics (Business and Economics)

- **2012- 2015:** Othaya Girls High school. Awarded: Kenya certificate of secondary Education. Attained: (Grade C+ plus)
- **2004- 2011:** St Peter & Paul Academy. Awarded: Kenya certificate of primary education. Attained: (347 Marks)
- **May 2017- July 2017:** Data Networks Institute. Awarded certificate in computer packages which am well versed with and even willing to learn application of the other software's. Including Statistical Package for Social Sciences.

Qualifications.

- Bachelor's Degree in Economics and 4 years' experience **in Office Management in a Government and a Private Sector Organization, Data collection, Analysis and report writing.**
- Proven Excellent knowledge in), **Microsoft Word, Excel, Power Point and other Microsoft Office apps, Statistical Programs (SPSS and ArcGIS in digitizing and mapping.**
- Presentation skills.
- Ability to coordinate field activities.
- Excellent people management skills
- Ability to produce high-quality work under pressure
- Proficient English skills (verbal and written),
- Analytical skills.
- Integrity
- Planning skills
- Interpersonal skills.
- Team Work.
- Organizational skills
- Attention to details.
- Presentation skills.
- Problem solving skill
- Negotiation skills

Work Experience.

JANUARY 2024 TO JANUARY 2025

Public Service Commission (PSC) Inter attached to TVET Curriculum Development, Assessment and Certification Council (TVET CDACC) as an assessment officer.

Duties performed as an Assessment officer.

- Minute writing during departmental meetings.
- Attending to clients and directing them to the appropriate officer for their assistance.
- Actively engaged in collection and maintenance of records of Assessment Materials especially Summative practical marks submitted by various Trainers.
- Participated in verification of Portfolio of Evidence for various Technical Institutions and preparation of relevant reports.
- Participated in CBET Assessments' monitoring in various regions and preparation of the required monitoring reports.
- Prepared correspondences for CBET training and allocated dates for the training.
- Participated in shortlisting of contracted professionals.
- Participated in marking and marks analysis for the three-assessment series for the year 2024.
- Resolved assessment queries for various institutions allocated and within the stipulated time.
- Issuing of result slips to the institutions.
- Actively participating in all the activities within the Assessment and Certification department and other allocated duties.

AUGUST 2021-JUNE 2023

Geodev K. Ltd.

Undertook a National/ World Bank Project (Development of Urban Resilience Strategies.)

- Have been involved in **data collection** and **analysis** and coordinated various experts in the same project as a resilience officer.
- Participated in drafting of the **Inception report, the Draft guidance note, the Diagnostic report and the Strategy** for the above-mentioned project for the city of Mombasa city.
- Undertook data analyses for various roads such as (Kamagambo – Nyasembe Road in Kisii County, Chaka-Sagana-Giagatika road in Nyeri county using Statistical Package for Social Sciences software and Microsoft Excel Sheet.
- Participated in the drafting of ESIA report (**Inception report, Preliminary report,**

Draft final report and Final report) for the aforementioned roads.

- Digitizing, referencing and mapping

Duties as a resilience officer.

- Assist the Manager and the management team in:
 - **Organizing the initial meetings** for the consultant's project team.
 - Implementing the **monitoring and evaluation framework** of the resilience project.
 - **Preparing frameworks** for receiving and compilation of reports.
 - **Ensuring smooth operation of the project** in terms of resource availability
 - **Preparation of a detailed Work Plan** of their respective cities
 - Organizing meetings with the Client
 - **Scrutinizing reports** as per the guidelines provided i.e. data collection reports, inception reports, initial and final resilience guidance note, consolidated draft urban resilience strategies report.
 - **Organizing presentations** of the various outputs the client.
 - Overseeing the **preparation of research tools and establishment of a database** for each city.
 - Assembling **tools and equipment** that will be required **for field data collection**
 - Overseeing **preparation of preliminary city resilience and risk assessment reports**.
 - **Preparing a consolidated draft urban resilience strategies report** for the 5 cities assisted by city lead experts.
 - Overseeing preliminary **data collection and analysis for each city**.
 - Undertake **stakeholder mapping and analysis** and compilation of report on behalf of the General manager.
- EIA/EA field data collection and analysis (Both qualitative and quantitative data) **Using Statistical Package for Social Sciences and Microsoft Excel Sheet.**
- Public Sensitization and mobilization.
- Drafting of environmental and social impact assessment reports (inception reports - preliminary report, draft final and final reports,

and submission to NEMA for licensing as per the Environmental Management and Coordination Act 1999, EMCA Amendment ACT 2015, and Environmental Impacts assessment and Audit regulation 2003, and Environmental (Impact. Assessment and Audit) (Amendment) Regulations, 2019. L. N. 101/2003. 2.

- Review and assessment of various ESIA reports and resilience reports

SAMPLE WORK DONE



Interests & Hobbies.

- Mentorship Program.
- Music
- Meeting new people.
- Discovering new things

Personal Strengths.

- Willingness to learn
- Resilience to change
- Self-driven
- Can work under minimum supervision
- Obedient
- Good listener.

References.

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