

VIRGINIA SYOMBUA WAMBUA

PERSONAL INFO

Religion: Christianity

Year of Birth: 1999

Nationality: Kenyan

LANGUAGES

- ✓ English
- ✓ Kiswahili

KEY COMPETENCIES

- ✓ Communication Skills
- ✓ Interpersonal Skills
- ✓ Planning Skills
- ✓ Organizational Skills
- ✓ Problem-Solving Skills
- ✓ Leadership Skills
- ✓ Cross-cultural Skills
- ✓ Computer Skills

CONTACT

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ABOUT ME

Results-driven and highly organized professional with a proven track record in customer support, stakeholder engagement, and community coordination. Excels at delivering exceptional service, resolving issues swiftly, and maintaining accurate documentation. Adept at building strong relationships, facilitating seamless communication, and supporting teams to achieve operational excellence. Recognized for professionalism, adaptability, and a proactive approach, consistently contributing to improved client satisfaction and organizational success.

KEY ACHIEVEMENTS & IMPACT

- Successfully handled inquiries, follow-ups, and issue resolution while maintaining professionalism and accuracy
- Supported coordination of community programs and events involving diverse stakeholders
- Maintained accurate records, reports, and documentation in compliance with organizational standards
- Contributed to positive user and community experiences through clear communication and responsiveness
- Demonstrated reliability, adaptability, and accountability in fast-paced and remote-capable environments

EDUCATION

2019 - 2023

Bachelor's Degree in Community Development and Environment (Second Class Upper Division)

Jomo Kenyatta university of
agriculture and technology

- ✓ Strong understanding of community development principles.
- ✓ Skills in community mobilization and stakeholder engagement.
- ✓ Knowledge of environmental conservation, climate awareness, and environmental impact assessment (eia).
- ✓ Experience in project planning, implementation, and meal.
- ✓ Data collection, reporting, and basic research skills.
- ✓ Ability to work with diverse and vulnerable communities.
- ✓ Strong communication, facilitation, and teamwork skills.
- ✓ Understanding of youth empowerment and gender roles.
- ✓ Problem-solving and critical thinking skills.
- ✓ Practical field and community work experience.

2014 -2018

K.C.S.E Certificate Utini Secondary School B-

2005-2013

K.C.P.E Certificate Muambani Primary School

EXPERIENCE

ENVIRONMENTAL & YOUTH ENGAGEMENT VOLUNTEER

GREEN BELT MOVEMENT – NAIROBI, KENYA FEB 2025 – MAY

2025

- ✓ Assisted with special events and programs
- ✓ Maintained clean, neat, and operational facilities to serve program needs
- ✓ Supported engaging, fun, and smooth-running events by helping organization and planning

PROGRAMME SUPPORT OFFICER (PARTNERSHIPS & MEAL)

*Turkana West Community Resilience Initiative (TWCRI) Kakuma & Kalobeyei,
Turkana County | Mar 2024 – Dec 2024*

- ✓ Supported partner-led Nutrition, WASH, and Livelihoods activities.
- ✓ Conducted routine field monitoring and partner feedback.
- ✓ Supported baselines, PDMs, and MEAL data collection.
- ✓ Reviewed partner narrative and expenditure reports.
- ✓ Supported community feedback and accountability mechanisms.

Project Officer – Community Development & WASH Integrated Action for Vulnerable Communities (IAVC)

Nairobi & ASAL Counties, Kenya | June 2023 – Feb 2024

- ✓ Supported implementation of WASH and community resilience projects.
- ✓ Coordinated with local partners and community structures.
- ✓ Supported project inception, review, and close-out meetings.
- ✓ Assisted with reporting, documentation, and proposal inputs.
- ✓ Promoted gender inclusion and safeguarding compliance

VOLUNTEER COORDINATOR

FOCUS COMMUNITY BASED ORGANIZATION JAN 2023 – MAY

2023

RUIRU, KIAMBU DISTRICT, KENYA

- ✓ Worked with leadership staff and special committees to define volunteer mission and set standards.
- ✓ Managed and tracked volunteer hours and progress to support accurate documentation.
- ✓ Recruited and trained new volunteers on volunteer program goals and objectives.

INTERESTS

- ✓ Volunteering in Community projects
- ✓ Nature walks & Hiking
- ✓ Cooking & sharing cultural foods
- ✓ Reading inspirational & development books

REFEREES

- ✓ Madam Beatrice munyoki, Community Development & WASH Integrated Action for Vulnerable Communities (IAVC), events coordinator, 0769278704
- ✓ MR. Michael Mwendwa Turkana West Community Resilience Initiative (TWCRI), Coordinator, 0795500938
- ✓ Madam Susan kariri, focus community-based organization, events coordinator, 0719129314