

CURRICULUM VITAE:

BIO-DATA

Yvonne Brenda Akinyi Ochieng'

Present Address: School of Biological, Physical, Mathematics and Actuarial Science
Jaramogi Oginga Odinga University of Science and Technology
P. O. Box 210 BONDO, Kenya
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Current Status: Senior Administrative Assistant

School of Biological, Physical, Mathematics and Actuarial Science

Jaramogi Oginga Odinga University of Science and Technology

Date of birth: 4 May 1987

Nationality: Kenyan

Home Address: P. O. Box 100513, 00101
Nairobi.

PROFILE

- ❖ Creative and enthusiastic person with diverse range of experience
- ❖ Outgoing with excellent interpersonal and communication skills.
- ❖ A good team player, with ability to use own initiative to achieve objectives.
- ❖ Work with minimum supervision.

CAREER OBJECTIVE

- ❖ To work in a challenging environment turning problems into solutions and opportunities, through joint efforts, creativity and innovations for best results; while upholding integrity, ethical standards and professionalisms.
- ❖ To incorporate my knowledge, skill, experience and personal talent in venturing into humanitarian development in organizations while placing me in the service position.
- ❖ To take on new challenges as opportunities to enhance my advancement in the gained skills while providing the best quality services in the organizational workplace.

ACADEMIC QUALIFICATIONS

- Master of Business Administration (Human Resource Management)
Jaramogi Oginga Odinga University of Science and Technology - **Ongoing**,
- B.A. Journalism and Media Studies (Public Relations – major)
The University of Nairobi **2010**
- Advanced Diploma in Human Resource Management
Nairobi Institute of Business Studies **2009**
- Diploma in Information Technology
Institute of Information Technology Studies and Research **2007**
- Secondary Education
Pangani Girls High School **2005**
- Primary Education
Racecourse Primary School **2001**

WORK EXPERIENCE

Nov 2017 to date: Senior Administrative Assistant, Jaramogi Oginga Odinga University of Science and Technology.

Responsibilities:

- Secretary to the School Boards.
- Maintaining workflow in the School.
- Revising systems and procedures by analyzing operating practices, recordkeeping systems, forms control, office layout.
- Providing relevant information to students and staff
- Resolving administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions.
- Ensures operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
- Maintaining supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies through the preparation of the work plan
- Processing of Students registration, class attendance lists, Examination attendance lists and results through the ERP system.
- Contributing to team effort by accomplishing related results as needed.

2013-2017 **Administrative Assistant**, Jaramogi oginga Odinga University of Science and Technology.

2010 - 2013 **Administrator**, Marimo Construction Limited.

Responsibilities:

- Provide support to directors and staff to develop the skills and capabilities of staff.
- Monitor staff performance and attendance activities.
- Coordinates staff recruitment and selection process to ensure timely and organized procedure of hiring staff.
- Developing and implementing human resource plan and personnel management policies and procedures.
- Compiling payroll for staff.
- Management of projects.
- Managing employee grievances.
- Identify training and development opportunities for staff.
- Managing office petty cash.
- Management of office machines.
- General office management.

INTERNSHIP

July-Sept 2010 Adventist University of Africa as Library Assistant.

May-July 2009 Ministry of Transport as Public Relations Officer Trainee

OTHER TRAINING

October 2021 Master Guide Training including the basic 10 Hr Training

February 2015 Enterprise Resource Planning (ERP) User

February 2014 ISO 9001: 2008 Internal Auditor

RESPONSIBILITIES / APPOINTMENTS

AUG 2022: Appointed as a Member of the Electoral Board in the SAJOUST 2022/202S Elections

OCT 2019: Appointed as a Member of the Electoral Board in the SAJOUST 2019/2020 Elections

OCT 2018: Appointed as a Member of the Electoral Board in the SAJOUST 2018/2019 Elections

OCT 2017: Appointed as a Member of the Electoral Board in the

- SAJOUST 2017/2018 Elections
- AUG 2016: Appointed as a Member of the Electoral Board in the SAJOUST 2016/2017 Elections
- AUG 2015: Appointed as a Member of the Electoral Board in the SAJOUST 2015/2016 Elections
- AUG 2015: Participated in the Kenya Music festival Finals for JOUST
- JUNE 2015: Participated as a Resource Person during the 1st JOUST International Scientific Conference
- SEP 2014: Appointed as Quality Management System (QMS) Internal Auditor of JOUST
- JULY 2014: Appointed as a Member of the Electoral Board in the SAJOUST 2014/2015 Elections.

COMMUNITY LEADERSHIP AND SERVICE

- 2022: Adventurers Club Director, SDA Hope Alive Church
- 2020 to Date: Family Life Director, SDA Hope Alive Church
- 2020 to Date: Prayer Band Leader, SDA Hope Alive Church
- 2020: Internal Auditor, BOSONWA Welfare Association
- 2019: Sabbath School Superintendent, SDA Hope Alive Church
- 2018: Secretary, BOSONWA Welfare Group
- 2017: Assistant Patron for JOOUSTA
- 2016-2018: Treasurer, SDA Church Hope Alive
- 2015-2016: Treasurer, BOSONWA Welfare Group

HOBBIES

Reading (Inspirational and educative material)

Writing

Singing

Preaching

REFEREES

1. Prof Regina Nyunja
Dean School of Biological, Physical, Mathematics and Actuarial Sciences
Jaramogi Oginga Odinga University of Science and Technology
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2. Prof Omolo Ongati
Professor of Mathematics
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3. M.S.M. Migwi
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4. Prof. Tom Kwanya
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