

OFFICE OF THE REGISTRAR ACADEMIC AFFAIRS



Name of Staff: Jane W. Gatutha

Designation/Rank: Senior Office Administrator

Department: Registrar (Academic Affairs)

Email: jgatutha@laikipia.ac.ke

A. Educational Background/Qualification:

1. Bachelor of Business Administration (Human Resource Management), Kenya Methodist University, Kenya (2018)
2. Higher Diploma in Secretarial Management, St. Anne's Catholic Institute, Kenya (2013)
3. Certificate in Shorthand (120WPM), St. Anne's Catholic Institute, Kenya (2013)
4. Certificate in Full Secretarial Studies, St. Mary's Catholic Institute, Kenya (2002)
5. Certificate in Typewriting III (50 WPM), St. Mary's Catholic Institute, Kenya (2002)
6. KCSE: Mahiga Girls Secondary School, Kenya (1998)
7. KCPE: Gitundu Primary School, Kenya (1994)

B. Brief Auto-biography

Jane has a work experience of 21 years in both the private and public sector. Jane is a highly organized individual who handles tasks methodically and in a timely manner. She is good at planning, strategizing and running programmes. She efficiently manages resources, both human and physical, assigned to her to the achievement of the organization's objectives. Jane is good in communication both orally and in writing, is fluent in English, Kiswahili and Kikuyu. Jane is a team player and relates and works well with people from different cultures and backgrounds. She is self-driven and can work under minimum or no supervision. Jane's strong personal attributes are; results oriented, team player, high integrity, self-driven, analytical and is able to work under pressure and meet deadlines.

C. Trainings /Seminars/ Conferences Attended

Skills improvement for Secretarial Staff, GTI Baringo (22nd-28th April, 2007)