**CURRICULUM VITAE**

**Personal Details**

**Name** : Ritah

**Nationality**  : Kenyan

**Gender**  : Female

**Marital status** : Single

**Religion**  : Christian

Email Ritah.335485@2freemail.com

**EDUCATIONAL BACKGROUND**

**YEAR INSTITUTION AND QUALIFICATION**

 2012 - 2016 United States International University

 Bachelors in International Relations.

2006 – 2009 **Senior Chief Koinange High School**

Kenya Certificate of Secondary Education (KCSE)

 Mean Grade C+ (Plus)

1998 - 2005 **Roysambu Primary School**

 Kenya Certificate of Primary Education (KCPE)

 Mean Grade B- (Minus)

**WORK EXPERIENCE**

1. **Arc Skills Kenya ( Gems Skills Kenya Limited) ( April 18 2016 to date)**

 **Administrative Assistant- Internship**

Arc Skills is an international training and skills development organisation with a global footprint, and we know how to create effective training programs that produce results. It has internationally and locally recognised accredited programs, experienced trainers, access to training centres, partnerships with youth organisations to provide students and a wealth of experience in running these kinds of projects. TVET on Wheels is an innovative model that gives students on-the-job work experience by training them directly on an active construction site - providing both lessons and practical training in one location.

**Duties and Responsibilities**

* Attend meetings and taking minutes.
* Processing expense claim reports for the Project Managers.
* Making travel bookings and doing follow up.
* Develop and maintenance of a filing system.
* Creation of a database for client training.
* Liaise with customers for the delivery of office equipment.
* Communication with external service providers for delivery of training items.

**EXTRA- CURRICULA ACTIVITIES AND RESPONSIBILITIES**

**2015 :** Participated in Community service in Bethsaida Community Center Children’s Home.

**Nature**

 I am outgoing, self-driven and ambitious, hardworking, competent and intelligent.

**Hobbies**

 Singing and Reading.