**FLORENCE**

**PERSONAL INFORMATION**

**Address:** SILICON OASIS, DUBAI

**E-mail:** Florence.381978@2freemail.com

**Place of birth:** Kenya

**Citizenship:** Kenyan

**SUMMARY**

ADMINISTRATOR:          Divine Purpose Women Organization - Kampala Uganda,

ACHIEVEMENT:             Increased number of women from 30% to 60% joining the organization that

 deals with gender based violence and counseling.

MANAGER:                     Revelation retreat and recreational center Kenya.

                                         Managing a group of over 100 constructors from foundation to the opening of

 the center.

PROJECT SUPERVISOR;  Compassion International Kenya.

ACHIEVEMENTS:              Achievement of the performance expectations and standards, as well as

 the policy and procedural requirements.

                                            Recorded once in CNN as the best case worker in the whole country

 hence attracting donor sponsorship by 30%.

SECRETARY/ADMIN;      Thitani Girls Secondary School and St. Augustine Teachers College.

ACHIEVEMENTS;             Achievement of the performance expectations and standards, as well as the

**POLICY AND PROCEDURAL REQUIREMENTS**

**Work Experience**

**2017-012017-12**

**ADMISTRATOR**

**Divine Purpose Women Organization**

* Managing all the office activities.
* To offer a knowledgeable presence during office hours.
* To facilitate communication networks: telephones, social media etc.
* To manage office policy enforcement: building use, bulletin boards, mailboxes, flyers, etc.
* Manage the flow of supplies.
* To facilitate and schedule building usage in conjunction with staff.
* To maintain and communicate the master ministry calendar.

**2015-012016-12**

**MANAGER**

**Revelation retreat and recreation Center.**

* Team work:   excellent team spirit. If you have a good team spirit then nothing can shake you and your team. This made me achieve greatly.
* Being diplomatic in dealing with local people:  I realized that being reactive can be offensive and given the mindset of the people.
* Networking for business opportunities: I observed that the best way to grow business internationally is by way of the power of networking. So along with

**2009-102014-12**

**Compassion International**

**PROJECT SUPERVISOR**

* A lot of International sponsor interaction.  Learnt and gave the best budget planning, field survey and budget implementation.  Did a lot of successful stories such like malaria eradication in Kenya, attracting a national campaign for mosquito net and sponsor rate increased.  Emerged the best project supervisor in Africa compassion projects hence appearing in CNN news on child survival and poverty eradication in Africa and especially Kenya.  earned a lot of experience in psychological guidance and counseling

**2001-012009-09**

**SECRETARY/ADMIN**

**SECONDARY SCHOOL/TEACHERS COLLEGE**

* answering calls, taking messages and handling correspondence
* maintaining diaries and arranging appointments
* typing, preparing and collating reports
* filing
* organizing and servicing meetings (producing agendas and taking minutes)
* managing databases
* prioritizing workloads
* implementing new procedures and administrative systems
* liaising with relevant organizations and clients
* coordinating mail-shots and similar publicity tasks
* logging or processing bills or expenses
* acting as a receptionist and/or meeting and greeting clients
* if more senior, recruiting, training and supervising junior staff

**EDUCATION**

2014-04present

**Mt. Kenya University**

Bachelor of Social Studies;   Psychological counselling

2004-042006-11

**Kenya Institute of Professional Counseling**

Higher Diploma Guidance and Counseling.

1999-012000

**Mercy Commercial College**

Secretarial and Business studies - Diploma

**High School.**

**SKILLS**

* Computer Skills Advanced knowledge of MS Excel (macros, pivot tables, data visualization) Proficient in MS Access (creating and modifying databases, tables, queries and forms; reports)
* Advanced
* Sales and Marketing; good in communication, prospecting and business closing.  Got a certificate in sales and marketing.  Did my own retail shop.my regular job, I focused on increasing my network. Let more and more people know about the organization.
* Counseling skills:   I am a very experienced counselor in career/job counseling, drug and substance counseling, child therapy and general counseling