

Curriculum Vitae (CV) For Caroline Jeptanui

NAME: CAROLINE JEPTANUI

DATE OF BIRTH: 25TH MAY, 1984

ID NUMBER: 24257459

MARRITAL STATUS: MARRIED

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COUNTY: TURKANA COUNTY

SUB-COUNTY: TURKANA CENTRAL

LOCATION: LODWAR

VILLAGE: NAKWAMEKWI

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ACADEMIC ACHIEVEMENTS

	Name of the Institution	Date of Commencement	Date of completion	Award/grade/points
1.	INTRAGLOBAL TRAINING INSTITUTE	September 2013	JULY 2015	Certificate in Business Management (KNEC)
2.	ORTHODOX TEACHERS' COLLEGE OF AFRICA-NAIROBI	January 2008	December 2009	Certificate in Early Childhood Development Education (KNEC)
3.	SHALOM COLLEGE OF PROFESSIONAL EDUCATION	April 2004	November 2004	Secretarial Course; Business English I, Commerce I and Office Practice I (STAGE I).
4.	BRIDGE COLLEGE OF MANAGEMENT	January 2005	March 2005	Secretarial Course; Business English II, Secretarial Duties II and Office Practice II (STAGE II).
5.	ST. AUGUSTINE EDUCATION CENTRE	September 2005	December 2005	Certificate in Computer systems and Application Packages (Full Certificate)
6.	SEREM SECONDARY SCHOOL	February 2000	November 2003	Kenya Certificate of Secondary Education (KCSE), Grade D+ (Plus)
7.	KAPKURES PRIMARY SCHOOL	January 1992	November 1999	Kenya Certificate of Primary Education (KCPE), 428/700 Marks.

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WORK EXPERIENCES

TEACHERS SERVICE COMMISSION SECRETARIATE STAFF – TURKANA COUNTY OFFICE (From 2011 upto date).

Duties

- ❖ Collecting mails from the post office at least twice a day
- ❖ Delivering the mails respective offices
- ❖ Taking mails from various offices to the post office at at least twice a day
- ❖ Cleaning the offices and it environs
- ❖ Preparing and serving of tea in the office
- ❖ Obtaining receipts for registered mails
- ❖ Ensuring delivery and collection external mails
- ❖ Carrying out of furniture and equipment between offices regularly
- ❖ Disposing waste papers in the required area
- ❖ Typing drafted letters
- ❖ Receiving visitors and directing them where to be served
- ❖ Compiling of the data
- ❖ Printing
- ❖ Photocopying
- ❖ Typing letters
- ❖ Sending mails
- ❖ Scanning documents

LODWAR YOUTH POLYTECHNIC – SECRETARIAL INSTRUCTOR (From 2009 to 2010)

Duties

- ❖ Instructing learners
- ❖ Taking roll call
- ❖ Preparing schemes of work and lesson plan
- ❖ Administer examination and marking
- ❖ Keeping progress records
- ❖ Instructor on duty
- ❖ Games master
- ❖ Guiding and counseling

TEACHER ST. JOHN ORTHODOX ACDEMY (From 2008 to 2009)

Duties

- ❖ Teaching learners
- ❖ Taking roll call
- ❖ Preparing schemes of work and lesson plan
- ❖ Administer examination and marking
- ❖ Keeping progress records
- ❖ Teacher on duty
- ❖ Games master
- ❖ Guiding and counseling

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SECRETARIAL ATTACHMENT AT KIPSIGAK HIGH SCHOOL

Duties

- ❖ Typing examination
- ❖ Printing
- ❖ Photocopying
- ❖ Typing letters
- ❖ Sending mails
- ❖ Scanning documents

SKILLS BASE

- Teaching skills
- Religious skills
- Time-efficient, systematic working methodology,
- Rapid adaptability to new problem-solving and new locations
- Languages: Ng'atukana, English, Kiswahili, familiar with Greek and French.
- Information Technology (IT): Introduction to computers, Internet, Word, Excel, Windows, publisher, power point, Access and MSDOS.
- Entrepreneur skills
- Teamwork skills

CULTURAL INTERESTS AND PHYSICAL RECREATION

Exploration, adventure, History, music, sociology, psychology, Working-out, swimming, Reading: the Bible, the constitution, policies and following analysts arguments in various fields, Play Valley Ball, Reading Novels, Reading Dictionaries and Researching in the Internet.

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REFEREES

1. ALI HUSEIN ABDI
TEACHERS SERVICE COMMISSION DIRECTOR
TURKANA COUNTY
P.O.BOX 293-30500, LODWAR.
2. REV.FR. DR. PAUL LONYUDUK NGIREREA
DEAN OF THE ORTHODOX CHURCH IN TURKANA COUNTY
P.O.BOX 581- 30500, LODWAR.
3. MR JAMES EYANAE EYEN
TURKANA COUNTY GOVERNMENT LODWAR
P.O.BOX 293-30500, LODWAR.