

CURRICULUM VITAE

BIO-DATA

NAME : Caroline W. Githae-Gacii

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KEY STRENGTHS

- I have inimitable experience in office administration functions having worked in various capacities concurrently thereby obtaining excellent organization skills for over 25 years now.
 - Strong interpersonal skills developed while working in team environments and dealing with diverse clientele and suppliers from different backgrounds.
 - Proficient and confident communicator who can deal with people in a multicultural environment.
 - Competent communication professional with a bias towards Digital Communication.
 - Highly versatile and proactively takes on several tasks beyond my job description and completes them satisfactorily.
 - Good managerial skills developed in management responsibilities in areas of administration and sales departments.
 - I am a highly motivated and committed person who is thirsty for challenge and able to work under minimal supervision. I have a pleasant personality, good organizing ability and a high sense of responsibility.
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ACADEMIC AND PROFESSIONAL QUALIFICATIONS

January 2017 – April 2019 United States International University – Africa (USIU)
Master of Arts – Communication Studies
Results: Awarded Master's Degree in Communication Studies (Hons.)

September 2013 – April 2015 Mount Kenya University, Nairobi
Bachelor of Management & Office Administration (BMOA)
Results: Awarded Bachelor's Degree with First Class Honors

August 2012 – August 2013 Inoorero University, Nairobi
Diploma in Business & Office Management
Results: Obtained an overall Distinction score

July 1996 - January 1997 IATA/UFTAA, Geneva Examination
Diploma in Standard Travel Operations

May 1989 – March 1991 Kianda College, Nairobi
Diploma in Secretarial Education

EXPERIENCE

CURRICULUM VITAE – Caroline Gacii

Information available on request

REFEREES

Available on request