RESUME

# MELSA MWANJA mulemia

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## BRIEF PROFILE

I am a motivated, proactive and competent young social scientist with a passion for serving humanity, seeking solutions to problems and helping people adjust to changes and challenges they face in society, with the aim of making the world a better place. I hold a Bachelor’s degree in Anthropology in addition to practical knowledge in NGO operations, knowledge of computer applications, counselling, and peer education skills.

 I have one and a half years experience in banking at a local bank as a tllr, and have basic knowledge about financial security, operations and procedures. Equally I have excellent teamwork, organizational, Interpersonal communication skills, and ability to work fast with attention to detail.

CAREER OBJECTIVES

* To incorporate my knowledge and skills, to - better serve humanity.

## To work in a challenging position in which I can use my current qualifications, skills, abilities and experience to improve the quality of operations and service delivery of the institution which I will be working with.

## EXPERIENCE

10/1/12 to date: Relocated to USA and currently baby sitting as I get settled in the new environment

04/20/2011 to 9/29/2012: Cooperative Bank of Kenya Position: Teller

Responsibilities:

* Served as a teller and my duties involved banking service: receiving and paying out cash, as well as customer service
* Served as customer service officer where my duties included listening to and responding to customer queries and issues
* Receiving and issuing bank cheques in relation to bank procedures amongst other banking roles

March 8th 2010 – 18th April 2011: International Institute of Rural Reconstruction (IIRR)

Position: Program Assistant; Outreach

Responsibilities:

* Liaising with stakeholders that are linked to the outreach department
* Public relation duties, logistics and administrative support to running project
* Providing secretarial support to the project team
* Maintaining communication with the writing teams, and recruitment of clients for the international training and customised courses
* Developing after training reports and analysis of evaluations, and documentation(filing and record keeping)

**1st July 2009 to 5th March 2010: Volunteer, National Museums of Kenya**

 Responsibilities:

* Arranging collections in the ethnographic store.
* Carrying out research about various communities.
* Record keeping of the various collections in the store.
* Assisting in keeping storage and the collections clean

**8th November 2007 to 29th May 2008: Stores assistant University of Nairobi K One**

 Responsibilities:

* + Filling in store books, Goods Received Note, Issue Note, Stores Requisition Note and Monthly Stock Taking
	+ Receiving and issuing of goods from and to supplies

**Professional Skills:**

* Program support
* Administrative skills
* Community service
* Peer education, Guidance and Counselling
* Volunteering

## RECENT ACHIEVEMENTS

* Voted the best in customer service for the month of August at Branch level, in Cooperative bank, and the best executive teller.
* Successful Write shops and documentation at IIRR, and training assistantship during the various courses at IIRR
* Recognised for participating in the Kenya Human Rights Commission Public Forum on Corruption at Kenya National Theatre
* Participated in WOSWA Gender Week which had various workshops and activities including Community Service, Gender Based Violence, and Sexual Offences Bill.

## OTHER TRAINING

November 2010: Community Managed Disaster Risk Reduction (CMDRR) training (Name these thin

April 2010: Outcome mapping as a process and strategy of documenting experiences, in M&E

July 2008: Peer Education Training Course - University of Nairobi

October 2008: Peace Building and Conflict Transformation Workshop University of Nairobi.

June 2009: Guidance and counselling -NYGCA

Language competencies: English Swahili Luhya

## EDUCATION

**2005 to 2009: University of Nairobi – Institute of Anthropology, Gender and African Studies**

 **Major: Bachelor of Arts in Anthropology**

 **Award: Second class Honors, upper division**

2003: Loreto High School, Matunda

 K.C.S.E Mean Grade B+ (Plus)

1999 to 2002: Mukumu Girls’ High School

 K.C.S.E Mean Grade C+ (Plus)

## COMPUTER SKILLS

**Desktop Applications**: MS Office; Word, Access. Excel, PowerPoint, internet and email.

**HOBBIES**

 Reading inspirational books, Socializing, Travelling, Hiking, Volunteering

Références

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