CURRICULUM VITAE

**CAREER OBJECTIVES**

To work in a competitive environment that will ensure expansion of my knowledge and skills as I indiscriminately provide services to all members of the society.

**PERSONAL INFORMATION**

Name: Juma Nafula Harriet

Telephone: +254705236631

Email: jumaharriet@rocketmail.com

Nationality: Kenyan

Date of birth: 3rd June 1989

Languages: Kiswahili and English

**EDUCATION AND TRAINING**

|  |  |  |
| --- | --- | --- |
| 2008-2012 | Moi University | Degree In Bachelor Of Arts, Literary Studies |
| 2011-2012 | Moi University | Short Course In Introduction to the study of English Language |
| 2009-2010 | Moi University | Short Course In Segmental Phonetics and Linguistics |
| 2003-2006 | Moi Girls High School Kamusinga | K.C.S.E Mean Grade B Plain |
| 2001-2002 | Bungoma D.E.B Primary School | K.C.P.E. Mean Grade B+ |

**PERSONAL SKILLS AND OTHER COMPETENCIES**

Language: Proficient in speaking, reading and writing Kiswahili as a native language and English as a second language.

**TECHNICAL SKILLS AND COMPETENCES**

Computers: Proficient in seven computer packages acquired at Excellent Institute of Professionals:

* *Microsoft office word*
* *Excel*
* *Access*
* *Publisher*
* *PowerPoint*
* *Page Maker*
* *Internet and Email*

**ARTISTIC SKILLS AND COMPETENCES**

Writing: Fiction and nonfiction writing skills

Author of a novella: *Journey to Freedom.*

**WORK EXPERIENCE**

**April 2013 to Now: Content Writing**

Employer: I Writer

Sector: Service Industry

Position: Content Writer and Editor

Main activities: Writing and editing online SEO friendly articles, press releases from various fields for blogs and other web purposes. The fields include but are not limited to: Business, Online business and Marketing, Travels and tours, Health and fitness, Art and culture, Food and drink, Self-improvement and Relationships and research papers.

Responsibilities: *Checking grammar and structure of articles*

*Composing articles related to mentioned fields*

*Carrying out extensive research*

*Meeting clients to discuss related needs*

*Copy Editing*

**May To August 2012: Worked At Friends Secondary School Handidi**

Employer: Aineah Mambo Wafula

Sector: Education

Position: English Literature Teacher

Main activities: Organizing lesson plans and leading students through the syllabus.

Responsibilities: *Evaluating student’s performance*

*Facilitating classroom discussions*

*Maintaining student’s performance records, grades and other education related records.*

*Guiding and assisting students through the syllabus*