

Caroline M. Ndiku

Ass. Lecturer 1

CURRICULUM VITAE

CAROLINE MWIKALI NDIKU

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PROFILE

A highly qualified computer literate, office administrator and a linguist with excellent communication skills.

Able to work on own initiative and as part of a team. Proven leadership skills involving managing and motivating teams to achieve their objectives. Dedicated to maintaining high quality standards while meeting strict deadlines with least supervision.

PERSONAL DETAILS

DATE OF BIRTH: 28th June 1981

MARITAL STATUS: SINGLE

NATIONALITY: KENYAN

Objective

Work hard and attain my full potential in anything I do while also helping others do the same.

ACADEMIC QUALIFICATIONS

- 2006, Sept. – 2008, May) UNIVERSITY OF NAIROBI – MAIN CAMPUS (Faculty of Arts)
Masters' Degree in Education, German Studies (Linguistics) - Course work

- 2001 – 2005 KENYATTA UNIVERSITY – NAIROBI
Pursued Bachelors' Degree in Education (Arts) German and Business Administration (Secretarial Studies).

Award: Second Class Honours (Upper Division)

- 2005 (Aug. – Sept.) UNIVERSITY OF COLOGNE – GERMANY
Pursued an Intensive German Language Course (MittelstufeII)

Award: Certificate

- 1996 - 1999 PRECIOUS BLOOD SECONDARY SCHOOL – KILUNGU
Sat for Kenya Certificate of Secondary Education (KCSE) Examinations attaining a B+ (plus) aggregate of 83/96 points.

1988 – 1995 KINGUTHENI PRIMARY SCHOOL – MAKUENI

Sat for Kenya Certificate of Primary Education (KCPE) Examinations attaining a total of 546/700 points

OTHER QUALIFICATIONS

2008 / 2009 Kenya Utalii College, Nairobi Internal Audit Training Course (ISO 19011:2002)

2005/2006 Goethe Institute – Nairobi (Short language Courses)

Pursued Intensive Language courses in Seminars for German Language Teachers organized by the Institute. Awarded Certificates for this.

SKILLS AND ABILITIES

COMPUTER

Applications; Proficiency in MS Word, MS Excel, MS Access, MS PowerPoint, MS Outlook and Navision, ERP.

LANGUAGES

English - Fluent (Native level)

German - Fluent (Full knowledge)

Japanese - Very good

French - Fair (currently taking classes)

Swahili - Fluent (Native level)

WORKING EXPERIENCE

2008 (Feb. to date) KENYA UTALII COLLEGE - NAIROBI

Designation: Assistant Lecturer (German Language)

2006 Aug. - 2008 Jan. KENYA UTALII COLLEGE - NAIROBI

Designation: Part-time Lecturer (German language)

Duties and responsibilities

Involved in frequent preparations, changes and editing of German Language Curriculum and Syllabi to suit the current market needs and trends in the hospitality industry for different course groups.

In charge of Hotel Management Language Students' Academic reports and Discipline reports from Languages' Lecturers and ensuring that the records reach Business Administration Department on time.

2005 Oct. – 2006 July INTERWORLD COLLEGE FOR CULTURAL EXCHANGE & TOURISM – NAIROBI

Designation: German Language Tutor

Duties and responsibilities

Head of German Language Section in the College

2005 (May to Aug.) ALLIANCE BOYS HIGH SCHOOL – KIKUYU

Successfully carried out my Teaching Practice as German Language and Business Studies Teacher.

Duties and responsibilities

Acted as Head of the German Language Section following the German Language Teacher's

Study leave.

2003 (May – Aug.) KENYATTA UNIVERSITY HEALTH UNIT

Designation: Record keeping Assistant

Duties and responsibilities

Actively involved in preparing and maintaining Equipment Records at the Health Unit.

2002 (April – Sept.) KENYATTA UNIVERSITY DEAN OF STUDENTS' AFFAIRS
OFFICE

Designation: Research Assistant

Duties and responsibilities

Assisted in preparation of Questionnaires, Data Collection, Analysis and Final Report-
Writing on a Research carried out within the Campus on Challenges faced by First Year
Female Students in Campus.

2000 – 2001 PRECIOUS BLOOD SECONDARY SCHOOL

Designation: Assistant Librarian

Duties and responsibilities

Cataloguing of books in the Library and keeping records.

OTHER RESPONSIBILITIES

2008 – Date Kenya Utalii College, Nairobi **Head of the German Language Section.**

2004 – 2005 Kenyatta University German Club: Served as **Treasurer.**

2004 – 2005 Kibwezi Kenyatta University Students' Welfare Association (KIKUSWA)

Served as **Treasurer.**

1998 – 1999 PRECIOUS BLOOD SEC. SCHOOL- KILUNGU

Served as **Dormitory Prefect.**

1997 – 1999 PRECIOUS BLOOD SEC. SCHOOL – KILUNGU

Served as **Class representative** for the German Language students.

PERSONAL ATTRIBUTES

- Hardworking
- Easily adaptable to change
- Resilient
- Team player/leader
- Ability to work under minimum supervision

Referees

1. Mr. James Ikobwa

German Language Lecturer and Course Co-ordinator at University of Nairobi

Cell phone: **0722-418078**

Email: meja@uonbi.ac.ke

2. Ms Doris Mutisya

Head of Languages Department

Kenya Utalii College - Nairobi

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Email: dorismutisya@yahoo.co.uk

3. Dr. Julia Augart

Former DAAD German Language Lecturer at Kenyatta University and at University of Nairobi.

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