

# CURRICULUM VITAE

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**Career Goal:** Improving the education sector as a trainer and advisor

## Academic details

2003 – 2006

**United States International University, Kenya**

**MBA – Information Systems**

Courses Covered

- Networking & web systems
- RFP & project management
- Database systems
- MIS

1993 to 1997

**Kenyatta University, Kenya**

***Bachelor of Education, Honours.***

Courses covered:

- Instructional Methods
- Curriculum Development
- Research Methods
- Foods & Nutrition
- Community Development

## Work experience

March 2016 – To date

**Programme Officer – Africa Educational Trust**

**Role:** Coordinate and manage projects including budget monitoring and ensuring project activities are implemented. Also writing and presenting project progress reports to donors and fundraising

Jan 2015 - June 2015

**Education Area Coordinator – Waldorf Kakuma Project**

- Fundraising and partnership development
- Teacher supervision & monitoring learning achievements
- Curriculum re-adoption and teacher training
- M&E & Report writing to donors

March 2011 – To date

**Training Officer – Nuture Smart Kenya**

- Proposal writing & fundraising
- Training trainers & supervision
- Syllabus & test development
- Monitoring learning outcomes and report writing

Oct 2009– Dec 2010

**VSO volunteer Data Officer – State Ministry of Education, Nigeria**

Duties

- Involved in setup an M& E unit including writing job descriptions, work schedules, training staff on new roles & skills like data analysis, questionnaire design, production of department publications like yearly education sector reports

- Involved in teacher improvement program – writing lesson plans & training teachers in child centered learning
- Involved in community mobilization i.e. setup of school community boards, training community on gender issues etc
- Involved in Knowledge management – set up a library/resource center where publications/guidebooks/best practice etc could be viewed by all.

**Sept 2007 - July 2009**

**Part time Trainer, Kiriri University**

Duties

- Lecturing on ICT & business diploma courses
- ICT Project supervision
- Exam setting
- Assisted in production of annual yearly book

**July 2005 - March 2006**

**Graduate assistant, USIU, Nairobi**

Duties

- research
- marking scripts
- curriculum development
- supervising students

**Mar 2004 – June 2005**

**Systems Administrator, Kenya Wagering Services**

Duties

- Project Manager of implementing of a new Online Betting System
- Performing post implementation audits
- Supervising, motivating & appraising IT staff
- System administration & maintenance of Betting System

**2002 – Dec 2003**

**Help Desk Administrator, Nation Media Group**

Duties

- Ensuring system security by applying relevant security controls
- Supporting users on PC's & Macintosh
- Ensuring systems availability in accordance with agreed SLA's
- Planning relevant upgrades and system installations
- Developing and implementing a disaster recovery plan for the company

**1999 – 2002**

**Support Engineer, Kenyaweb.com**

**1997 - 1999**

**Trainer, Institute of Advanced Technology**

**Projects**

April -Aug 2009

Participated in Kenya 2009 Population Census – duties included logistics, training enumerators, supervising filed work & compilation of interim results

Jan - Oct 2003:

Team member in creation and implementation of ICT policy document – Nation Media Group

**Referees**

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Nation Media Group  
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