

# CURRICULUM VITAE (CV)

## PERSONAL DETAILS

NAME: Margaret Wangari Waithaka

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MOBILE PHONE NO:0718081411

DATE OF BIRTH: June 18<sup>th</sup> 1973

MARITAL STATUS: Married

NATIONALITY: Kenyan

LANGUAGES SPOKEN: Kiswahili, English, Kikuyu

## CAREER OBJECTIVE

To become a competent professional in the field of hospitality industry while rendering services enthusiastically to the best of my ability

## EDUCATION BACKGROUND

SCHOOL	YEAR	CERTIFICATE
University Of Eldoret	2014-2017	Bachelors Degree In Hotel and Hospitality Management
Kenya Polytechnic	1993-1996	Diploma In Institutional Management Technology
Kenya Technical Teachers College	1997-1998	Diploma In Technical Education
Karima Girls High School	1988-1991	Kenya Certificate Of Secondary Education
Kahuru Primary School	1980-1997	Kenya Certificate Of Primary Education
Hytake Computer College	2008	Computer Proficiency Certificate

## **WORKSHOPS AND SEMINARS**

1. Co-operate governance training course held at Kibabii University
2. Quality service and customer satisfaction seminar at Kibabii University
3. Housekeeping and catering supervisors' seminar held at Masinde Muliro University
4. Improving service delivery and students welfare seminar held at Bishop Stam Kakamega
5. Child Mentorship seminar held at Full Gospel Church Kakamega
6. Workshop on enhancing management of culture, integration and internalization held at Kibabii University
7. ISO 9001:2008 implementers' workshop held at Kibabii University
8. ISO 9001:2008 internal quality auditors training at Eldoret

## **WORK EXPERIENCE**

1. November 2003-March 2012 Worked as an Assistant Cateress Scale IV at Masinde Muliro University
2. March 2012-May 2012-Worked as an Assistant Housekeeper on secondment from Masinde Muliro University
3. May 2012-August 2013 worked as a Cateress In Catering Department on inter-departmental transfer
4. August 2013: Transferred back to Hostels Department and appointed as an Acting Hostels Officer a position I hold up to date
5. 18<sup>th</sup> November 2013: Promoted to Senior Housekeeper II-scale 7
6. 6<sup>th</sup> June 2015: Offered an appointment as Assistant Hostels Officer scale 8

## **OTHER RESPONSIBILITIES HELD**

1. ISO 9001:2008 implementer
2. ISO 9001:2008 internal auditor
3. Kibabii University Students' Organizations election presiding officer

## **CURRENT DUTIES AND RESPONSIBILITIES**

1. Responsible for the cleanliness, safety and comfortable environment of our halls of residence
2. Give direction on the day to day running of the department
3. Supervising the staff working under my office

4. Appraising the staff working in the department
5. Making approvals on behalf of the department
6. Dealing with disciplinary cases of the students within the halls of residence
7. Representing the department in meetings and other forums
8. Reporting serious issues affecting the department to the management for guidance and interventions
9. Liaising with other departments e.g. maintenance, procurement and public health
10. On job training and orientation of new staff
11. Ensuring law and order among staff if maintained in the work place
12. Ensuring that quality management systems(QMS) are implemented in the department

### **Hobbies /interest**

1. Reading
2. Singing and listening to music
3. Sporting activities e.g. jogging

### **Referees**

1. Ms.Noel Malanda  
Dean of student Kibabii University  
Phone No: 0724-417337
2. Prof.Julius Maiyo  
Senior lecturer Kibabii University  
Phone No: 0721-223154
3. Mr Cyprian Lusweti  
Assistant dean of student Kibabii University  
Phone No: 0723-831617