

CURRICULUM VITAE

NAME: NAOMY JELAGAT KOSGEI
ADDRESS: P.O. BOX 4848, ELDORET
DATE OF BIRTH: 14TH MARCH, 1969
MARITAL STATUS: WIDOWED
POST/SALARY: GRADE 'C' – BASIC SALARY -43,931/-
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ACADEMIC QUALIFICATIONS

1976 – 1983 Mutwot Primary School – CPE, Grade C
1984 – 1987 Lelmokwo High School – KCE, Division III

PROFESSIONAL QUALIFICATIONS

2007 – 2011 Bsc. Communication & Public Relations
Moi University, School of Human Resource and Development

Jan. 2004 – Nov. 2004 **Eldoret Polytechnic**

- Diploma in Secretarial Studies

May –December 2002 **Jemitax Computers - Eldoret**

- Computer packages – Introduction to Computer, Windows 97, Ms Word, Ms Excel, Ms Access, Ms Power Point, Corel Draw, PageMaker, Publisher, quick Books, & Internet.

2001 **Government Training Institute – Mombasa**

- Shorthand III (100 w.p.m)
- Open Speed 60 & 65 wpm

1989 – 1991 **National Youth Service Secretarial College**

- Shorthand I, II,
- Typewriting I, II, III
- Business English I, II, III
- Commerce I, II
- Office Practice I, II
- Secretarial Duties II
- Office Management III

WORKSHOPS ATTENDED

2nd – 4th February, 2011 SASS Curriculum Review Workshop, School of Medicine

19th March, 2011 One-day seminar on PR Consultancy in Kenya organized by Communication and Public Relations Fourth Year Students (2007 group) – Mariot Hotel, Eldoret

9th June, 2011 One-day Secretaries Seminar on Communication and Public Relations, Moi University

- PR – stepping out to others (touch)
 - Vision
 - Class
 - Carry yourself
 - Do what adds value
 - Timing of performance
 - Image - Mirror
 - Wish
 - Desired
 - Current
 - Real
 - Minds at work
 - Competitiveness
 - Networking
 - Event Management
 - Psychology of handling stakeholders
- Communication
 - guidelines on how to improve university communication
 - Constraints to University communication
 - Elements of Communication
 - Importance of Internal Communication
 - Overcoming Fragmentation
 - University key communication channels
 - Central Governments & University
 - Council and Management
 - Management and Deans
 - Management and Staff

23rd June 2009 Living Positively with HIV/AIDS, Moi University

- Being an Ambassador of Positive Living

20th February, 2009 Workshop on Time Management

- Planning Work
- Analyzing the time log
- Setting Priorities

- June 2008** 1 day Workshop implementation of ISO 9001-2000
– Moi University Main Campus
- 26th – 29th February 1999** 3 Day Workshop on The Secretary with a Difference, Sirikwo Hotel, Eldoret
- Qualities of a Secretary
 - Secretary/Boss Relationship
 - Secretary as a Manager/Office Organizer
 - Records Management
 - Stress Management
 - Assertiveness
 - Public Relations

PARTICIPATED IN THE FOLLOWING CONFERENCES

- 14th – 17th December, 2020** Moi University Multiple Cluster Centre of Excellence, Acacia Hotel, Kisumu
- 25th – 27th September, 2013** Open & Distant Learning Workshop – Mariot Hotel Eldoret.
- 4th - 8th August 2009** 5th Annual International Conference – Margaret Thatcher Library - Moi University
- 2008** 4th Annual International Conference – Margaret Thatcher Library - Moi University
- 16th – 17th August 2007** CHAKITA Conference, Margaret Thatcher Library, Moi University
- 26th & 27th September 2006** Western Province Secondary School Kiswahili Teachers Workshop, Asis Hotel, Eldoret
- March, 2006** Curriculum Workshop, St. Johns Pastoral Centre, Eldoret
- 23rd - 26th November 2005** CHAKAMA Conference, Sirikwa Hotel, Eldoret.
- 2000** CHAKITA conference, Fort Jesus, Mombasa

WORKING EXPERIENCE

- January 2020 to date** Secretary Grade “C”
Moi University, (Director’s Office, Moi University African Multiple Cluster Centre of Excellence)

May 2016 to Feb. 2020	Secretary Grade “C” Moi University, (Dean’s Office, SASS- Coordinator’s Office, Eldoret West Campus.
February 2005 to April 2016	Secretary Grade “C” Moi University (Department of Kiswahili)
August 1998 to Jan. 2005	Secretary Grade “A/B” Moi University (Department of Kiswahili)
June 1996 – July 1998	Secretary Grade “H” District Agricultural Office, Nandi
1991 – June 1996	Copy typist II District Commissioner’s Office, Nandi (Supplies Office)

REFEREES

1. Prof. Peter T. Simatei,
Dean, School of Arts & Social Sciences.
Moi University,
P.O. Box 3900,
ELDORET.

2. Dr. Mosol Kandagor,
Head, Department of Kiswahili & Other African Languages
Moi University
P.O. Box 3900,
ELDORET.

3. Dr. Paul C. Sutter
Head, Department of Sociology, Psychology and Anthropology
P.O. Box 3900,
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