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# MARY WANJIRU

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## OBJECTIVE

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To work in a position that will build on my communication and public relation skills, Customer satisfaction, media technology and computing skills to enable me to fully utilize and advance my potential and equally help the organization meet its objectives. Also be in team that promotes career advancement and will enable me to take more responsibilities in the industry and enhance competence in the competitive environment.

## EDUCATION

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**MULTIMEDIA UNIVERSITY OF KENYA:** SEPT 2014 - AUG 2016

**Qualification : Diploma in Film Production and Animation**

- Research Methodology and Audience analysis
- Mass Communication
- Script writing for TV and Radio
- TV Directing and Specialised reporting
- Video editing (Final Cut Pro, Avid and Adobe )
- Sound Editing (adobe)
- Camera operation and 3 point interview lighting
- Sound operations (digital sound mixer), Sound theory and Technology
- Electrical Technology on lighting and sound

**TURBO GIRLS SECONDARY SCHOOL**

**Secondary Education 2010-2013**

Kenya Certificate of Secondary Education KCSE

**KAHUHO PRIMARY SCHOOL:** JAN 2008 - NOV 2009

**SILVER BELLS PRIMARY 2002 - 2007**

**Primary School Education**

Kenya Certificate of Primary Education

# PROFESSIONAL EXPERIENCE

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**Noma Sama Media:** September 2016 - To Date

Associate Director/Manager

- Clients account management.
- Company management
- Data entry and Video/Audio Editing
- Managing payroll accounts and company expenditure

**BRIGHTPEN SOLUTIONS COMPANY:** August 2016 - To Date

Customer Support Agent

- Checking orders and delivering them to the clients.
- Develop existing customer sales tools through social marketing strategies
- Create business strategies and solutions
- Managing clients complains and advising them on the company services that are offered

**Sunspot Caterer:** April 2016 - To Date

Admin Assistant

- Human resource duties e.g. fostering team work, problem solving, employee records
- Managing monthly expenses e.g. payroll, budget, VAT taxes
- Scheduling meetings, appointments with management and employees
- Computer data entry, filing, maintaining office equipments

**Africa24 Media:** Jan 2016 - April 2016

Internship

- Feature story gathering and Script writing
- Audio and Video editing
- Camera work, Voice over tracking
- Documentary Production (budgeting, location scouting and supervision)

**AZEN Company:** Jan 2014 - Feb 2015

Sales and Promotion Agent

- Customer service interaction
- Educating client on the products that are offered

## STRENGTHS

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- ★ Team player with ability to establish rapport and understanding with colleagues.
- ★ Reporting and data entry.
- ★ Ability to work with minimal or no supervision at all and effectively meeting deadlines.
- ★ Believer in multitasking, innovativeness and initiative that has helped me to achieve results in different areas in an organization.
- ★ Good analytical, writing and communication skills.
- ★ Ability to evaluate and co-ordinate the work of others.

## REFEREES

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**Simon King'ori:** Doctor, Nairobi Hospital; 0707298740

**Eric Kinyeki:** HOD Journalism and Multimedia Studio Riara University; 0787578032

**Moses Kiruthi** Businessman, BRITAM; 0711930386