

CURRICULUM VITAE

CONTACT INFORMATION

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SUMMARY OF WORK EXPOSURE AND PROFESSIONAL COMPETENCIES

1. ADMINISTRATIVE SECRETARY (JULY 2024 UP-TO-DATE)

Provides secretarial services to the department, Receives and attends to all incoming and outgoing mails in the department, Receives and answers telephone calls in the department, Maintains the filing system in the department, Supervises the cleaning and arrangement of the department, Procures stationery and office equipment for the department, Supervises support staff in the department, Records and produces minutes of the divisional meetings, Manages the flow of email and phone calls as appropriate, Maintains efficient records management system, both electronic and manual, Ensures the head of department is appropriately prepared for meetings, and Performs any other duties assigned by the supervisor and the University Authority.

2. ADMINISTRATIVE ASSISTANT (DEC 2020 – JUNE 2024)

Provided comprehensive administrative and secretarial support by managing correspondence, drafting reports and official communications, and coordinating meetings and conferences. Supported the Senior Assistant Secretary in planning activities, preparing action plans, and ensuring timely follow-up on delegated tasks. Maintained accurate records by serving as recording secretary and producing meeting minutes. Contributed to work plan and budget preparation, facilitated communication between the Office and internal stakeholders, and ensured efficient day-to-day office operations.

SKILLS

- Software proficiency in SPSS, Word, Excel, PowerPoint, and Database.
- Language proficiency in English (fluent) and Leb-Lango (fluent)
- Soft skills in communication, teamwork, and leadership

EDUCATION

SCHOOL/INSTITUTION	QUALIFICATION	YEAR
Lira University, Lira City	Master of Public Administration and Management (at research level).	2023 - 2025
Law Development Center, Lira City	Administrative Officers' Law Course.	Nov 2021 – Feb 2022
Kyambogo University, Kampala	Bachelor of Administrative and Secretarial Science	2015 – 2018
Dr. Obote College Boroboro, Lira City	Uganda Advanced Certificate of Education (U.A.C.E)	2013 - 2014
St. Katherine Secondary School, Lira City	Uganda Certificate of Education (U.C.E)	2009 - 2012
Adyel Primary School, Lira City	Primary Leaving Examinations (P.L.E)	2002 - 2008