

# ANNE WANJIKU KIMANI

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Nairobi, Kenya

**OBJECTIVE** | In 2022, I interned at a Non-governmental organization where I worked with terminally ill patients and their caregivers. It is through this experience that I honed my interpersonal skills, customer service and leadership skills that have allowed me to work with various groups of people. I am highly effective in learning new roles and performing administrative tasks. I have recently completed my undergraduate studies and I am in search of a role where I can put my skills and knowledge to use. My aim is to work in a healthy environment where I can grow as an individual and ultimately as a professional.

**SKILLS & ABILITIES** | Problem-solving, excellent verbal and written communication skills, team player, attentive to detail, adaptability, customer service, record keeping, research and data collection, self-driven.

**EXPERIENCE** | June 2022 – Sept 2022

**Intern/Volunteer** - Faraja Cancer Support Trust

- Counseled and educated patients on the socio-emotional aspect of terminal illness.
- Provided exceptional customer service to clients and visitors, through the phone and face to face. Through providing them with exceptional customer service, many of the clients were willing to attend many of the seminars organized by Faraja.
- Administered patients after taking them through the procedures and services offered by the organization.
- Shadowed therapy sessions to learn and enhance my skills.
- Performed administrative tasks such as data entry. Following up on client appointments among others
- Performed other duties as assigned to me demonstrating adaptability and flexibility.

Aug/2022

**CLERK** - Independent Electoral and Boundaries Commission (IEBC)

As a poll worker my roles included: Processing voters, issuing ballots papers, providing assistance to voters where appropriate including those with a disability, undertake any duties as assigned by presiding officer and ultimately counting of votes.

**EDUCATION** | Sept 2019 – Dec 2023

Kenyatta University, **Kiambu**, Kenya

**Bachelor of Arts, Psychology**

Accomplishments: Behavior analysis, Research and data collection; completed a research project on the Relationship Between Contraceptives and Risky Sexual Behavior Among Undergraduate Students.

Feb 2015 – Dec 2018

**State House Girls High School**, Nairobi, Kenya

Kenya Certificate of Secondary Education

Grade B-

**LANGUAGES** | *English -Fluent*  
*Swahili -Fluent*