



MILLICENT GATHIGIA WAMBUGU

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Al Shaiba building B block, Sharja. 

OBJECTIVE

Dedicated and experienced administrator with proven success in managing administrative tasks. Seeking an opportunity to use my decade of experience to serve your organization.

EDUCATION

Early Childhood Development and Education

2019 - 2022

Oasis ECD Teachers College

Credit

High School Diploma

2009 - 2012

Focus Institute

C- (minus)

PROJECTS

School Administrator

1. We managed to open the Eunique School in a different location and still maintained a high percentage of learner from the previous location.
2. I did marketing for the school and brought in 80% of new students.

REFERENCE

Eunice Wamaitha Mwaura - Eunique Educational Centre

Director

eunicewamaithamwaura@gmail.com

+254723937517

SKILLS

Organizational skills

Communication skills

Computer literacy

Administration and office

Customer service

EXPERIENCE

Sale representative

2012 - 2013

Unilever

- *Introducing products and services to customers.
- *Answering queries from customers.
- *Taking stock of inventory in the shop.
- * Planning for events and promotions.
- * Communication skills

Sales representative

2014 - 2015

Kevian Kenya Ltd

- *Introduction of a new beverage in the market.
- *Meeting and exceeding sales
- *Presenting and demonstrating products and services.
- * Collaborating with team members and other departments.
- * Moving around and engaging customers with samples.

**Richard Njoka Njiru - Hope Worldwide
Ministries**

Bishop

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Administrator/Teacher

2015 - 2025

Eunique Educational Centre

*Oversaw student enrollment, records management, and compliance with educational policies and regulations.

*Supervised and supported teachers, providing professional development.

*Marketing of the school.

*Enhanced student engagement.

*Managed the school budget, including payroll, procurement financial planning to optimize resources.

*Coordinated communication between parents, teachers and the school board to foster collaborative educational environment.

*Implemented school safety protocols, maintained a secure and conducive learning environment.

*Organized school events, extracurricular activities and academic programs to enhance student engagement.

*Ensured compliance with government regulations and accreditation standards.

*Utilised technology to streamline administrative process and improve school efficiency.

LANGUAGES

English

Swahili