



DORCAS KUTIMA SHIDA

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PERSONAL INFORMATION

NATIONALITY: KENYAN

GENDER: FEMALE

MARITALSTATUS: SINGLE

DATEOFBIRTH: 20thMarch1984

PERSONALPROFILE

Am highly motivated and well organized with experience in a busy office environments. I have a warm personality and awesome organizational skills. Working well under pressure with the ability to remain calm and focused, creates and encourages a positive and trustworthy image for the company as a whole.

HOBBIES

Travelling, Cooking, Singing , Nature Walks.

EDUCATION

Year	SCHOOL
2019	RAY OF LIGHTMINISTRY Ordained Minister of thegospel
2007	Mombasa Polytechnic University College Diploma in Graphic Design

CURRICULLUM VITAE

2004	DHT Secondary School Kenya certificate of secondary education
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PROFESSIONAL EXPERIENCE

PERIOD	EMPLOYER AND DUTIES PERFORMED
2017- 2019	<p>Ray of Light Ministry Admin/PA Duties</p> <ul style="list-style-type: none">• Organizing ChurchActivities• Organizing and Managing PastorsCalendar• Banking• MinuteWriting• Booking Flights and travelarrangements.• ReceivingCalls• Organizing and facilitating meetings on behalf of thePastor.• Counselling• BookKeeping.• Driving thePastor.

CURRICULLUM VITAE

2016	ECOBANK KENYA Duties • Digital Marketing • Product knowledge and education to clients. • Opening Accounts
2014 - 2015	ANGAZA INITIATIVE Title: Mission Project Manager and Peer Counselor- Volunteer Duties <ul style="list-style-type: none">• Planning and executing projects aimed at empoweringYouths• Educating and Facilitating youthworkshops



CURRICULLUM VITAE

2013	GIRLS SHIFT AFRICA Title: Project manager and Peer Counselor Duties <ul style="list-style-type: none">• Planning and executing projects aimed at empowering the girl child along the Kenyan Coast.• Interpretation of project data to draw conclusions on next steps forthe organization.
2014-2015	Pilipili FM Volunteer Peer Educator on the MisheMishe radio program (Sundays)
2011-2014	Waukesha Medical Missions Translator and PeerCounselor Duties <ul style="list-style-type: none">• Manage work schedules for the Medics and mobilize the localcommunities• Render spoken messages accurately, quickly andclearly
2012	Airtel Kenya Sales Duties <ul style="list-style-type: none">• Selling airtelProducts• Promoting and advertising the company'sproducts• Meeting withClients
2009	The Agakhan Hospital- Mombasa Data Entry Clerk Duties <ul style="list-style-type: none">• Compiled, edited and input project data intospreadsheets• Checked source documents for accuracy and verifying whennecessary• Researched further information for incompletdocuments
2008	Outlook Media Graphic Designer and Business Development Duties <ul style="list-style-type: none">• Meet with clients to determine projectscope• clients and continually update their profiles Advise clients on strategiesto reach a particularaudience• Determine the message the design shouldportray• Develop graphics and visual or audio images for product illustrations, logos andwebsites• Presentation of designs toclients



CURRICULLUM VITAE

CURRICULLUM VITAE

	<ul style="list-style-type: none">• Maintain a database of clients and continually update their profiles
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CURRICULLUM VITAE

2006-2008	Visions Advertising Title: Graphic Designer and Front Office Duties <ul style="list-style-type: none">• Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries.• Directs visitors by maintaining employee and department directories , giving instructions.• Maintains telecommunications system• Determine the message the design should portray• Develop graphics and visual or audio images for product illustrations, logos and websites
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SKILLS AND ACTIVITIES

- Proficient in Microsoft office and basic computing
- Typing speed of 40 wpm
- Document management and data archiving skills
- Meticulous attention to detail
- Graphic Design
- Presentation Skills
- Articulate with Good command of English, Kiswahili, Dholuo and Giriama
- Experienced in working cross-functionally with different teams
- Team player with strong interpersonal skills

REFEREES

Ms. Sheila Toya

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Ms. Faith Odhiambo

Counseling

Psychologist Girls

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525457

Ms. Orry Diana Seem

Title: Manager Card

Section Eco-bank Kenya

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CURRICULLUM VITAE

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Senior Pastor

Ray Of Light Ministry

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