

EVERLYN WANGARI KARANJA.

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## **PROFILE**

Talented project officer with experience in the Non-Governmental Organization industry and expertise in moving projects towards success. Dedicated to effectively design and implement projects and fulfill the company's project goals. Experienced in managing schedules, report writing, identifying and limiting risks and maintaining all crucial documentation of work done.

## **SKILLS**

- Project design, planning, implementation and report writing.
- Proposal and concept notes development
- Computer proficiency- Microsoft office suit, data analysis(SPSS)
- Communication- Good command in English and Kiswahili, good presentation skills, strong interpersonal skills.

## **ACADEMIC QUALIFICATIONS**

### **Chuka University (2015-2019)**

- Bachelor of Science in Environmental science, First class honors.

### **Arknet Computer College**

- Computer application and Statistical Package for Social Sciences(SPSS)

### **The Mary Leakey Girls High school**

- Kenya Certificate of Secondary Education.
  - GRADE: B

### **The Green Garden School**

- Kenya Certificate of Secondary Education
  - Grade B+ (354 marks).

## **PROFESSIONAL QUALIFICATIONS**

- National Environmental Management Authority(NEMA) -Environmental Impact Assessment/ Audit Associate Expert. Registration no. 11843

## **PERSONAL ATTRIBUTES**

- **Management:** Effectively manages the resources assigned to me.
- **Organization and planning:** Highly organized and approach my work in a methodical and professional manner.
- **Interpersonal:** relates and works very well with people from different culture and backgrounds.

## **WORK EXPERIENCE**

**Project Officer** (February 2021 to March 2021)- Elite Community Development Empowerment Programme

### **Duties and Responsibilities**

- Liaised with the executive director to Fundraise and mobilize resources.
- Writing field and progress reports
- Assist the Program Manager and M&E team in conducting survey, make recommendation on needs and vulnerability of the population in regards to the program implementation.
- Work collaboratively with other project stakeholders in designing and implementing programs.
- Conduct regular progress meeting with Project Participants and other stakeholders.

**Program Intern** (October 2020-January 2021)- Friends of Ondiri Wetland Kenya (FOWK)

### **Duties and Responsibilities**

- Mobilization of resources and funds to help in the conservation of the bog.
- Dissemination of information on the Nairobi and Kiambu wetlands.
- Research and documentation of data and information.
- Organizing and Mobilization of tree planting and other activities on the wetland.
- Writing field reports.

**Program Intern** (September 2019-December 2019) –Institute of Culture and Ecology.

### **Duties and Responsibilities**

- Writing field reports and minutes.
- Preparing requisition forms.
- Preparing concept proposals and proposals.

- Organizing fieldworks on Natural Resource Management and Food sovereignty and Livelihood improvement and sensitizing communities on the same.
- Aiding in the formation of Community Based Organizations in Maragua Sub county.

**Industrial attachment (May 2018 -August 2018)**- Ministry of Environment and Forestry, Department of Urban Rivers and Restoration.

#### **Duties and responsibilities**

- Prepare and issue out appointment letters.
- Assign duties, supervise and coordinate the rehabilitation and restoration of the Nairobi river.
- Writing assessment reports.
- Update attendance registers.

Department of Solid waste management, Nairobi County.

#### **Duties and Responsibilities**

- Advising institutions such as schools on how to manage their wastes.
- Data entry on the vehicles collecting wastes, amount of garbage collected.
- Receiving and filing reports.
- Beautification of the Starehe sub county.

#### **MEMBERSHIPS**

- November 2020 to date- Member Nature Kenya Youth Conservation Forum.
- Jan 2016- April 2019 was a member of the Chuka University Students Environmental Association.

#### **Other Relevant Training**

##### **Miramar International College (2020)**

- Certificate in Agribusiness Management, Distinction.

##### **Nigeria Youth Network (2020)**

- Master class in Climate change and Sustainable Development.

#### **HOBBIES**

- Research, Travelling and adventure
- Watching documentaries
- Swimming

## **REFEREES**

Mr. David Wakogy

Friends of Ondiri Wetland Kenya- Coordinator

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Mr. Elijah Kamau

Institute for Culture and Ecology -Programme Officer

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Mr. Jeckly Bitok

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