# Joan wangari Thiong'o

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#### CERTIFICATES

#### Any Certificate in Leadership/Management

A Recognised Leadership Certificate awarded. Sep 2023

## **Project Management**

The Project Management certification is a globallyrecognized certification that distinguishes individuals who possess the experience, education and competency to lead and direct projects.One gets educated on how to initiate, plan and manage a project, as well as the process behind analyzing risk, monitoring and controlling project contracts and how to develop schedules and budaets. May 2023

## Certificate in French Language

The Certificate allows students to develop professional and interdisciplinary skills focused on French and Francophone culture in the world Apr 2023

## ASSOCIATIONS

Millenium Campus Network Alumni

Youths for Green Action Kenya Member|Volunteer

Rotaract Member|Volunteer

#### LANGUAGES

German Spoken: Basic • Written: Basic

Spanish Spoken: Basic • Written: Basic

French Spoken: Basic • Written: Fluent

## INTRO

Dedicated and results-oriented project practitioner with a Bachelor's degree in Development Studies, adept at skillfully prioritizing and managing multiple tasks concurrently, while consistently following through to successfully attain project objectives. Eager to take on roles with greater responsibility and authority to further contribute to the success of challenging projects.

### WORK EXPERIENCE

#### Grant writing Intern Bright Minds Africa • Oct 2023 – Present

#### Achievements

a)Systematically curated and managed a dynamic catalog of potential grants endorsed by senior leadership. Evaluated and prioritized opportunities, resulting in a 15% increase in successful grant applications.

b)Collaborated with cross-functional teams to streamline the grant application process,

resulting in a 20% increase in the number of successful applications.

c)Conducted in-depth research on potential funding sources, contributing to the expansion of the organization's funding network.

d)Developed and maintained strong relationships with donors through effective communication and reporting, throughout the grant seeking process.

e)Drove a 20% increase in meeting efficiency through adept use of remote collaboration tools in bi-weekly organization-wide meetings.

f)Actively contributed in virtual team meetings, offering valuable insights and playing a key role in strategic discussions related to grant acquisition and utilization.

g)Initiating and securing impactful partnerships to propel organizational growth and amplify our mission.

## Travel Consultant

Mashi Travel Team • Oct 2023 - Present

Successfully attracted and facilitated consultations for a diverse client base, demonstrating strong networking and client acquisition skills.

Managed and processed visa applications for 15 individuals, ensuring compliance with regulations and seamless travel arrangements.

Optimized the agency's social media efforts, increasing engagement on platforms like Instagram and creating compelling content on TikTok, contributing to a 40% growth in online presence.

Collaboration with Make It Work Foundation: Collaborated with Make It Work Foundation on joint initiatives, contributing to community outreach and fostering partnerships to enhance the agency's social impact.

#### Sales Representative Signifide Group International • Jan 2023 – Feb 2023

### Accomplishments:

a)Made at least 60 weekly cold calls to new prospects (above 100% of the set target). b)Achieved 90% of set targets (Setting up at least 4 meetings for prospects interested in products and generating at least 1 lead, weekly for each).

c)Responded to clients who found information about the company online.

d)Attended product demo meetings with prospects to better pitch the product.

## Swahili

Spoken: Fluent • Written: Fluent

English Spoken: Fluent • Written: Fluent e)Made a follow up on 90% of prospects who were still unsure about getting onboard with the product of interest.

## Junior project assistant

Tropical Farm Management Ltd • Feb 2022 – Apr 2022

Accomplishments:

a) Data Management: Improved accuracy by 20% through meticulous farmers' data entry.

b) NKG Bloom Project: Supported workload management and field visits, reducing resource downtime by 15%.

c) Reporting Specialist: Produced monthly reports, enhancing communication and transparency.

d) Process Efficiency: Initiated feedback system, resulting in a 30% improvement in work processes.

e) Positive Team Contributor: Fostered collaborative relationships with seniors, ensuring effective teamwork and proactive support in project initiatives.

# EDUCATION



Bachelor of Science in Development Studies Jomo Kenyatta University of Agriculture and Technology • Sep 2019 – Jun 2023

Kenya Certificate of Secondary Education Our Lady of Consolata Mugoiri Girls' High School • Jan 2015 – Nov 2018

# SKILLS

 Office tools: Word, Excel, Outlook
 Data collection
 Research planning

 Spreadsheet preparation and editing (Microsoft Excel)
 Research and development

 Grant and fund management
 Languages
 Teamwork

 Qualitative methods
 Data analysis
 Project monitoring and evaluation (M&E)

 Spreadsheet preparation and editing (Microsoft Excel)
 Leadership skills
 Communication

 Project management
 Project management
 Languages
 Communication

## HOBBIES



Volunteering and community involvement



# LINKS

www.linkedin.com/in/ joan-thiong-o-32564623b



REFERENCES