Lucy Njeri Wambui

Executive Secretary

+254 724 777 888
lucy.wambui@email.com
Nyeri, Kenya

PROFESSIONAL SUMMARY

Organised executive secretary with 6 years supporting senior managers in county government and a private school. Manages diaries, takes accurate minutes, drafts correspondence and keeps confidential records for a 40-person office.

WORK EXPERIENCE

Executive Secretary Feb 2021 – Present

Office of the County Secretary, Mlima County, Nyeri

- Manage the County Secretary's diary, travel and meetings for 3 departments
- Take and circulate minutes for weekly management meetings within 24 hours
- Set up a new filing index that cut document retrieval time from hours to minutes
- Draft letters, memos and reports, and handle confidential correspondence

Secretary Jan 2018 – Jan 2021

Hillside Academy, Nyeri

- Handled admissions enquiries, fee receipts and parent communication for 600 pupils
- Typed and printed exams and reports each term

EDUCATION

Diploma in Secretarial Studies 2015 – 2017

Nyeri National Polytechnic (KNEC)

KCSE: C+ 2011 – 2014

Othaya Girls High School

SKILLS

Diary management • Minute taking • Records management • MS Office • Typing 60 wpm • Front office • Correspondence

LANGUAGES

English (Fluent) • Kiswahili (Fluent) • Kikuyu (Native)

REFEREES

Mr. John Maina
County Secretary
Mlima County
Tel: +254 722 333 444

Mrs. Ann Wairimu
Principal
Hillside Academy
Tel: +254 711 444 555