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## **PROFESSIONAL PROFILE**

I am a young professional and enthusiastic leader with great passion in environmental affairs and its sustainability. I bear key competency in policy analysis and evaluation, particularly in environmental affairs with proven expertise in research, occupational health and safety, project assessments and impact evaluation, networking for building of synergies, especially within collaborative domains. I am also a registered Environmental Impact Assessment Associate Expert, carrying out feasibility studies prior to project developments in environmentally sensitive areas to measure the potential environmental damage and where possible, advise on the mitigation measures.

Currently, I desire to be part of a job, project, organization or association that will fully utilize my academic, interpersonal, research and organizational expertise in pursuit of effectiveness, efficiency and promotion of sustainable dissemination of my assignments. My key interest is to gain professional experience at every level of work or engagement as I create an impact wherever my footsteps.

## **SKILLS**

- **Communication Skills:** I bear the ability to follow, apply, interpret, and explain instructions and/or guidelines. I am able to give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Research Skills:** I am able to source all the required, evaluate and present the more in-depth research required.

- **Public Relations:** I hold the agency to maintain professionalism of favorable public image of the organization or company with strong organizational skills, very much punctual and dependable.
- **Analytical Skills:** I can recognize areas of weaknesses requiring improvements and make recommendations for consideration, approval and implementation.
- **Interpersonal Effectiveness skills:** I possess the ability to work in a team with demonstrated capability to build consensus and navigate complex contexts. I am also able to develop effective working relationships with other partners and counterparts.
- **Excellent Writing Skills:** I possess amazing writing skills accompanied by prolific and strong fluency.
- **Flexibility and Adaptability:** I am a flexible team player who thrives in environments that require ability to effectively prioritize and juggle multiple concurrent tasks. I am also very positive, resilient and open to new ideas.
- **Good Creativity:** Constant stream of creative ideas.
- **Digital Literacy Knowledge:** I am IT Literate with exceptional knowledge of advanced computer packages like Microsoft Word, Outlook and Excel.

## **EDUCATIONAL BACKGROUND**

**2015 – 2017: Bachelor of Technology in Environmental Resource Management:** Second Class Honors (Upper Division), The Technical University of Kenya

**2012 – 2014: Diploma of Technology in Environmental Resource Management:** Credit (Upper Division), The Technical University of Kenya

**2011 – 2012: Certificate in Environmental Studies:** Credit. The Technical University of Kenya

**2007-2009: Kenya Certificate of Secondary Education. St. Ignatius Loyola Mawego Girls**

## **RELATED WORK EXPERIENCE**

### **Organization for Nature Conservation (ORNACO)**

**Period:** January, 2019 to date

**Position:** Co-Founder & Environmental Expert

### **Duties and Responsibility**

- Ensure compliance with relevant laws

- Managing conservation awareness events such as talks, workshops and guided walks
- Educating all sectors of the local community, including local schools and colleges, and raise awareness of environmental issues and nature conservation work
- Assist in Project Management

### **Halgan Megadibis Limited**

**Period:** July, 2018 to date

**Position:** Executive Office Administrator and Environmentalist

#### **Duties and Responsibility**

- Ensure compliance with relevant laws
- Assist in Project Management
- Ensure proper Record Management
- Ensure general office supervision
- Ensure office organization
- Ensure utility availability
- Manage communications and correspondence within and outside the office

### **TVET Curriculum Development, Assessment and Certification Council (TVET CDACC)**

**Period:** December 2018 to date

**Position:** Industry Expert

Curriculum Development, Assessment and Evaluation for the National Occupational Standards for Environmental Technician and Environmental Manager (Environmental Management and Environmental Science)

### **Computers for Schools Kenya (Waste Electrical and Electronic Equipment Centre Department)**

**Period:** November, 2018 to July, 2019

**Position:** Business Development Officer

## **Duties and Responsibility**

- Ensure compliance with relevant laws
- Develop research project and proposals
- Consultation with different stakeholders on waste management issues and identify gaps and best practices to maximize company development
- Deal with customer enquiry and complaints from the public and other partners
- Aim to meet production and recycling targets
- Assist in development of information and promotional materials
- Awareness creation and engagement of key stakeholders
- Preparing of Environmental Impact Assessment (EIA) and Environmental Audit (EA) Reports
- Organizing of community awareness programme
- Policy analysis and evaluation
- Environmental Education in relation to WEEE Centre mission statement in learning institutions
- Maintaining and accurate records of all old and new clients
- Coordinating sourcing activities
- Marketing WEEE Centre services and products
- Partnership and resource mobilization
- Projects implementation
- E-waste awareness creation in the country
- Training on e-waste
- Coming up with innovations to generate business and income for WEEE Centre

## **Kenya Institute of Management (KIM)**

**Period:** October, 2018 to May, 2019

**Position:** Part time Lecturer

### **Duties and Responsibilities**

- Lecturing on Environment and Workplace Safety
- Lecturing on Legal and Community Issues in Project Management

### **Community Action for Nature Conservation (C.A.N.CO)**

**Period:** May, 2017 - December, 2017

**Position:** Intern

### **Duties and Responsibilities:**

- Participated in field activities and compiled field reports.
- Actively engaged in Community Awareness Programmes and Compliance - related issues.
- Prepared technical write-ups including environmental policy and advocacy briefs.
- Wrote environmental proposals, minutes, articles and reports developing periodic newsletters.
- Compiled situation analysis/needs assessment forms and analysed the data.
- Engaged in general office work involving typing, scanning, photocopying, files management and customer service.

### **The Kenya Inter - University Environmental Students Association**

**Period:** January 2015 – January 2017

**Position:** Organizing Secretary and now serves as a Board of Directors

### **Duties and Responsibilities:**

- Performed duties in the absence of the Secretary General
- Organize and coordinate all activities of the association
- Perform such other duties as assigned by the Executive Committee
- Be public relation officer of the association
- Organize, coordinate and maintain a cordial relationship with recognized environmental organizations within and outside Kenya

- Oversee the actual organization of the association
- Received member's contribution and complaints regarding the association
- Making follow ups of all the projects initiated by the Executive Committee.

#### **Achievements**

- Improved organization skills
- Improved public relation skills.

### **Intern at Kenya Electricity Transmission Company Limited (KETRACO), September 2016**

– December 2016

#### **Duties and Responsibilities:**

- Preparing of Environmental and Social Impact Assessment, Environmental Audit and site visit reports.
- Carrying out Environment Audit and Environmental and Social Impact Assessment.
- Participating in field/site visits.
- Reviewing of Environmental and Social Impact Assessment Reports and Environmental Audit Reports.

#### **Achievements**

- Improved skills on how to conduct and write environmental impact assessment (EIA), SEA and EA.
- Acquire skills on how to carry out environmental sensitization on various issues of concern on environment.
- Improved on how to review feasibility study on various reports of projects, EIA, SEA,EA and ESIA reports.
- Acquire skills on how to tackle environmental challenges which emerge on various projects.

### **Intern (November, 2015 - April, 2016), Volunteer (February, 2015- October, 2015) and Industrial Field Attachment (February, 2014 - April, 2014) at the National Environmental Management Authority Headquarters, Nairobi**

#### **Duties and Responsibilities**

- Receipt of application for waste transportation, incineration, recycling, land filling, dumpsite, composting , exportation licenses and Reviewing of application for waste

management licenses above and Drafting of waste management licenses, including license conditions and licence processing and Communicating the outcome of waste management license applications to the applicants

- Participated in public awareness activities, cleanup programs and attended environmental seminars/workshops conducted by NEMA
- Updating and maintaining the waste management system database, Preparing of weekly and monthly reports for dispatch to the management and Assisting in review of Environmental Impact Assessment and Environment Audit reports
- Participated in field inspection and verification visits and Carried out General office work including typing, file management and customer services

### **Achievements**

- Improved Communication Skills including presentation skills,
- Importance of Teamwork in an organization
- Effective time management
- Research Skills
- Environmental Impact Assessment
- Techniques and skills, Importance of motivation to workers
- Community mobilization for conservation

## **OTHER WORK EXPERIENCE**

### **EXP Agency**

**Period:** August, 2018-August, 2018

**Position:** Brand Ambassador

### **Duties and Responsibilities**

- Sales and Marketing of Loreal Nice & Lovely products.
- Convincing customer on the features of the product in order to buy.
- Telling customers about the advantages of the product

### **Achievement**

Customer relations skills

Sales and Marketing Skills

## **PROFESSIONAL DEVELOPMENT AND TRAINING AND WORKSHOPS**

- Participated in the Development of the National Sustainable E-Waste Management Strategy, 2019.
- Training on Entrepreneurial skills and Basic market research skills at Dagoretti Corner Nairobi organized by TICH International
- National Environmental Authority Registered Expert (Associate). **Registration No.: 7967**
- Participated in the National Forest Programme (N.F.P.) Validation Workshop, 2016 at Merica Hotel, Nakuru.
- Participated in the SEPA-UNDP Programme Workshop on Environmental Governance in The Mining Sector in Kenya, 2016 at Oneshipai Resort and Spa, Naivasha.
- Participated in The Development of the Environmental Management and Coordination (Deposit Bonds) Regulations, 2015-Taskforce Retreat.
- Organized Mazingira Challenge 2015 an activity by the Kenya Forest Working Group (KFWG)
- Participated in a round table discussion on Gender and Youth Mainstreaming in the National Forest Programme (NFP) under the Ministry of Environment and Natural Resources, August, 2015 at Panaroma Hotel in Naivasha.
- Participated in Mazingira Quiz Challenge 2013 organized by the KFWG at NIE.
- Participated in the 2nd Africa Ecosystem Based Adaptation for Food Security Conference, 2015 at UNEP.

## **MEMBERSHIP AND LEADERSHIP SKILLS**

- Member of the National E-waste Steering Committee
- Member of Environmental Institute of Kenya (EIK)
- Board of Director (s) of Kenya Inter University Environmental Student Association (KIUESA).
- A member of Kenya Oil and Gas Working Group under CANCO.
- Member Wildlife clubs of Kenya of environmental department in Technical University of Kenya
- Former Coordinator of Technical University of Kenya Environmental Club.
- Former Organizing Secretary of Kenya Inter University Environmental Students Association(KIUESA)
- Member of the Kenya Forest Working Group (KFWG), a forum under the East African Wildlife Society (EAWS).
- Member of the Kenya Wildlife Conservation Forum under the East African Wildlife society (EAWS)



## **REFEREES**

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