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Nairobi, Kenya

KEY COMPETENCIES

- Project Management
- Project Reporting
- Partnerships and Stakeholder management
- Project Planning and Coordination
- Leadership and Collaboration
- Budget Preparation & reporting
- Monitoring & Evaluation
- Communication Skills
- Community Outreach and Advocacy
- Research and Presentations
- Logistics Support
- Legal drafting and Research
- Strategic Conflict Resolution & Mediation
- Team leadership
- Organizational Skills

PROFESSIONAL EXPERIENCE

Legal assistant – Professor Mumma & Company Advocates

(January 2019- Present)

- Conduct legal research on cases and gather pertinent legal information.
- Interpret laws, rulings and regulations in legal documents.
- Compile, proofread and edit drafts of contracts, leases, licenses, policies and other legal documents.
- Monitor, study and develop written summaries of proposed and enacted legislation, regulations, court decisions, industry guidelines, trade journals and other relevant publications.
- Assist with case preparation including written submissions, opening and closing arguments, and aiding in drafting court motions or pleadings.
- Daily record keeping with electronic and physical filing of caseloads.
- Analyze and summarize documents.
- Assist with the administration and management of workflow
- Locate and interview witnesses
- File Court pleadings at corresponding Court Registries
- General administrative duties

Partnerships and Projects Assistant Manager - Red Cape Consult

(April 2013– December 2015)

Partnerships:

- Identified and built key strategic liaisons/partnerships with key partners including Microsoft, WMI AFRICA (Women Mentorship in Africa) and Node Africa
- Liaised with our partners and key clients, maintaining correspondence on key projects
- Reported to director on projects progress and maintained all documentation for major projects, including project reports
- Drafted key partnership agreements and MOUs and ensured key deliverables from each were implemented
- Scheduled and organized meetings and monthly events

Project Management:

- Managed incoming projects which included preparing financial budgets, creating budget monitoring mechanisms for each of the various ongoing projects which were key in the implementation of the project
- Drafted and monitored project reports
- Developed operational plans

Admin & Operations support:

- Ensured statutory compliance by liaising with the relevant local county council in regards to acquiring and renewing relevant permits and licenses
- Provided logistical support to the team by which included scheduling meetings, events, as well as plan travel itineraries for the team
- Processed payroll and reimbursements in a timely manner
- Drafted and implemented operational policies, including hiring, onboarding and

Personnel training

- Maintained, coordinated and updated all supplier relationship accounts, settling all payments and invoices on time

Partnerships Assistant - iHub Research Nairobi (January- April 2013)

- Ensured that funded projects achieved their milestones. Some of the organizations we worked with included; Google, Microsoft, IBM, the Ministry of ICT and Motorola.
- Strengthened new and existing collaborations by organizing networking events, conferences and thought leadership events such as the Mobile Web East Africa, which brought together over 500+ like-minded technology and entrepreneurship enthusiasts.
- Prepared progress reports of ongoing partnerships as well as drafted strategic partnership monitoring reports to ensure that key performance metrics were being met.
- Oversaw production for content that included project impact stories from the startups in the East African Tech Ecosystem to create learnings for the community. Links to some community impact stories:
<https://www.youtube.com/watch?v=6C3t-1wIEEnA>
https://www.youtube.com/watch?v=8qppip_xt6vY
<https://www.youtube.com/watch?v=R1SOIyqIb2g>

Operations Assistant - Tatua Centre Kenya (2011-2013)

- Prepared financial reports for decision making and grants management,
- Planned and coordinated entrepreneurial skills training events, in 20 counties in Kenya reaching over 3.5 million Kenyans in 5 years
- Ensured legal compliance during the startup phase which included; registration, drawing up company memorandum and objectives, and reviewing employee contracts.
- Developed budgets as well as financial reporting mechanisms and internal policies
- Managed and tracked contracts with institutional funders, donors and partners.
- Lobbied stakeholders (County and National governments) and trained youth, women and community based organizations on the importance of entrepreneurial skills in the cottage, informal and small scale manufacturing sectors.

Receivables Officer - Old Mutual Kenya (2010- 2011)

- Was part of the special task force on-boarded to manage the organization's suspense account. On arrival, the suspense account had reached 100 million and at the time of project conclusion, it was down to 17 million. My team and I were recognized for this achievement.
- Prepared daily financial reports to be used in decision making by the Finance Manager and CFO using company's bank statements
- Managed the daily activities of the finance receivables section including cash receipts and disbursements, bank errands, while maintaining complete and accurate records and supporting documentation to ensure ease of access to finance related information by relevant parties and stakeholders

VOLUNTEER EXPERIENCE

Trustee/ Alternate Contact - Interwaste Research and Development East Africa Trust (January 2016- Present)

- Communicate and maintain stakeholder and partner relationships. Some of our partners include; The Water Network, UNEP, GW2I, Sustainable Sanitation Alliance
- Represent the organization at various workshops and conferences for example UNEA, GW2I workshops
- Assist the managing Trustee conduct research on the management of waste, specifically focusing on Urban Waste (solid, wastewater and WASH), chemical and hazardous waste as well as Agriculture and Irrigation initiatives and how these areas can be properly managed to reduce their negative impact on the environment
- Organize and coordinate capacity building and training programs in collaboration with stakeholders and partners

VINE AFRICA- (Voter Information Network and Education in Africa) (January 2014 - Present)

Programs and partnerships Junior Assistant

- Build and maintain relationships with strategic partners to aid in fostering civil education, voter education and information within Kenya and Africa. Some of our partners include; IEBC (Independent Electoral and Boundaries Commission), ELOG Kenya (Elections Observation Group) and the Electoral Institute for Sustainable Democracy in Africa (EISA).
- I was called upon to be an elections observer during the 2017 August 8th General Elections and the repeat General elections on October 26th, 2017.

EDUCATION

Institute of Chartered Secretaries and Administrators (ICSA) - The Chartered Governance Institute, UK - (Expected -Nov 2021)

Post Graduate Diploma in Law- Kenya School of Law (Expected- December 2020)

Professional Mediation Training- Mediation Training Institute East Africa (April 2019)

Diploma in Leadership and Management - Strathmore University (NOV 2018)

Bachelor of Laws, LL. B Laws - Catholic University of Eastern Africa (OCT 2018)

High School Diploma - Precious Blood Riruta Secondary School (2009)

CERTIFICATION

Certified Professional Mediator (CPM) - Mediation Training Institute (MTI)

REFERENCES

Professor Albert Mumma,
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