

Samuel Njeru

PROJECT MANAGER & COMMUNICATION SPECIALIST
60100, EMBU - KENYA

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www.linkedin.com/in/samuel-njeru-52742588

Personal Profile

- Resourceful Project Manager/Communication Specialist with [8+] years of expertise in organizing business operations, financial oversight and resource management to achieve smooth flow and project operations. Leads procurement of resources including equipment and supplies. Monitors projects by adhering to production schedule and budget, managing production team, identifying problems and providing targeted solutions. Knowledgeable in accounting principles, bookkeeping, budget and financial management.
- Demonstrated achiever with exceptional knowledge in Communication and Media, Trainings, Photography, Public Relations, Business management, Leadership, Marketing, Entrepreneurships and Communication management. Extensive computer training, including knowledge of multiple networking, environments and business software packages.
- Accomplished Business Development officer equipped with [10+] years of diverse and progressive experience in project and program management. Detail oriented and communication savvy with record of successful project integration. Skilled at defining and controlling scope, achieving project objectives, managing and building cross-functional teams.

Skills

- Project Planning & development
- Client relations
- Public Relations & Management
- Corporate communications
- Diagnose network problems
- Communication & Media Consultancy
- Networking
- Content development
- Wireless networking support
- Budget preparation
- Proposal/Project writing
- Data analysis
- Program administration
- Employee training and development
- Reporting and documenting
- Strategic planning
- Policy and program development
- Research & Development
- Budgeting and cost control
- Staff management
- Account recordkeeping
- Data management
- Cross-functional team management
- Financial management
- Develop employee knowledge
- Performance reviewing
- Video/photography Documentation
- Online Marketing/strategy development

Work Experience

JUNE 2016 – DEC 2022

NAIROBI

KENYA NATIONAL EXAMINATIONS COUNCIL – PROJECT MANAGER-CONTRACT CORE RESPONSIBILITIES

- Implementing standards, methods and tools to complete project work and mitigate constraints.
- Creating and delivering status reports and identified pending action items for resolution.
- Forecasting requirements, preparing budgets and scheduling expenditures to meet financial targets.
- Developing business cases to justify investment in initiatives and prioritize among other opportunities.
- Equipping team with required knowledge, resources and materials to successfully execute project work.
- Establishing goals and timelines to successfully implement action plans.
- Identifying schedule, budget, deliverables and resources needed to launch project defined in scope of work.
- Compiling data and measuring performance to assess project success and improve strategies.
- Enhancing cross-functional communications by implementing new tools and nurturing collaborative culture.
- Facilitating communication between project team and consultants to meet deadlines.
- Outlining risk parameters and assessments to maintain compliance culture.
- Meeting with potential clients to evaluate needs and communicate service offerings.
- Inspecting finished projects to meet regulatory requirements, building codes and zoning specifications.
- Mentoring staff to complete projects during product life cycles and deliver high-quality results.
- Coordinating project timelines, meeting agendas and next steps to move cross-functional projects forward.

SEPTEMBER 2018 – MAY 2022

NAIROBI

UNIVERSITY OF NAIROBI, KENYA - PR/COMMUNICATIONS LECTURER - CONTRACT

- Guided students through making informed decisions about career pathways and course choices.
- Explored communication theory and techniques to help undergraduates develop strong foundation in field.
- Oversaw writing-intensive coursework to help students develop vital communication skills.
- Maintained partnerships with area businesses, organizations and agencies to offer students internship opportunities.
- Integrated public speaking opportunities to help students gain comfort in front of others and hone abilities.

- Taught courses in public relations, marketing and advertising to boost knowledge of business-minded students.
- Mentored advanced students in research methodology and practical applications of communication theories.
- Leveraged communication skills to engage students and demonstrate effective techniques for persuasion and conveying information.
- Delivered thought-provoking lectures to drive students' understanding of media policies and regulations.
- Followed established guidelines and procedures for maximum regulatory compliance.
- Used good organizational skills to manage workload.
- Participated in seminars and additional training to expand knowledge and skills.
- Volunteered for and tackled new assignments and tasks to ease staff member burden.
- Reviewed incoming orders for mistakes to maintain accurate inventory levels.
- Incorporated real-world examples in social and mass media to reinforce lecture topics.
- Reviewed activities regularly to identify opportunities for improvement.
- Addressed concerns quickly to avoid lasting issues.

OCTOBER 2019 - NOVEMBER 2020

NAIROBI

KUSSCO KENYA LTD NAIROBI, KENYA - BUSINESS TRAINING SPECIALIST

- Translated complex product information and concepts into simple learning materials.
- Followed advancements in industry best practices and training methods to improve training strategies.
- Created manuals and materials for instructors and classes to meet training objectives.
- Tested employees before and after training to assess effectiveness of courses and identify areas in need of improvement.
- Developed and curated non-classroom learning programs and tools to meet on-trend business and modern learner needs.
- Managed department resources effectively to consistently meet budget and training targets.
- Developed customized and contemporary training initiatives to meet needs of specific business units.
- Integrated new approaches and technologies to keep training fresh and effective.
- Used surveys, observations and direct feedback from managers to shape effective training programs.
- Created course curriculum to meet tracking goals and accomplish organizational objectives.
- Created training manuals, multimedia aids and supplementary materials to help employees better understand the material.
- Engaged management in training development processes to build program focused on current and projected employee requirements.
- Trained, monitored and evaluated instructors on their teaching abilities and success in improving employee knowledge.
- Employed wide range of instructional methods to connect students with training, including instruction, demonstrations and workshops.

- Kept training and apprenticeship programs fully compliant with government standards such as EEO and ADA.
- Budgeted and monitored expenses to keep the training department within its financial targets.
- Surveyed managers to assess changing needs and relevance of current training programs.
- Continuously evaluated the organization's activities to assess future training needs.
- Developed testing and evaluation procedures to determine students' progress with training materials.

MARCH 2013 - OCTOBER 2014

EMBU

SMEP MICROFINANCE BANK - PROGRAM MANAGER

- Developed and enforced adherence to project budgets.
- Collaborated with human resources department to facilitate personnel decisions.
- Oversaw employee onboarding and offboarding, training and scheduling.
- Tracked and reviewed project documentation and reporting.
- Authored informative presentations and materials for program-related speaking engagements and events.
- Cultivated relationships with vendors to achieve favourable rates.
- Scoped contracts, prepared proposals and managed agreement fulfilment.
- Planned and executed live broadcasts with peak production value.
- Directed programmatic innovation efforts and strategy development.
- Monitored program's growth to meet contract and organizational goals and objectives.
- Supported operations across production design, camera, electrical and audio departments.
- Maintained accountability for full spectrum of company broadcasts, from studio shows to live events.
- Forecasted expected demands and created plans to accomplish objectives within set budgets.
- Implemented incentive programs and process improvements to bolster underperforming areas.
- Liaised with regulatory agencies to address audits, compliance issues and ongoing operational requirements.
- Improved employee skills and increased team value with new training opportunities and empowering leadership.
- Leveraged high emotional intelligence and conflict resolution to defuse conflict and address employee relations issues.
- Monitored expenditures and inventory usage to meet targets with minimal waste and under-budget costs.
- Contributed to marketing campaigns and promotional updates on social media platforms.
- Advised management regarding emerging industry trends and best practices to improve operations.
- Maintained data accuracy and accessibility with strong document control and file naming practices.

JAN 2011 - JUNE 2013

EMBU DISTRICT - EASTERN PROVINCE

ACTIONAID - KENYA – PROJECT COORDINATOR

- Coordinated project scope delivery and made preliminary cost estimates for each project.
- Attended and participated in conferences, webinars and online training courses to build skills related to job functions.
- Provided documentation to promote design development and deliverables preparation.
- Chaired design meetings to discuss project concepts, initiatives and budgets.
- Established goals and organized activities to help designers meet project milestone requirements during initial design phase.
- Made recommendations to improve quality of invoicing, contracting, forms and processes.
- Conducted site visits to address unknown field conditions and managed additional services and change orders.
- Coordinated and designated work tasks among team members.
- Held negotiations with stakeholders and suppliers for resources.
- Served as first point of contact for clients, answering questions and explaining strategies.
- Communicated with key stakeholders to determine project requirements and objectives.
- Developed and updated project plans, including information such as objectives and schedules.
- Assisted project leads in execution of activities to meet project milestones.
- Developed standard operating procedures for quality control standards, evaluated formats for specifications and deliverables and corrected problems.
- Set deadlines and timeline estimates for upper-level management and stakeholders.

APRIL 2008 - MARCH 2010

MANDERA/GARISSA

USAID/APHIA-PLUS - ADMINISTRATIVE ASSISTANT

- Processed correspondence, documents and reports to support clerical staff.
- Scheduled meetings and recorded minutes for interoffice distribution.
- Answered incoming calls and directed messages to correct party.
- Created dynamic spreadsheets using knowledge of Microsoft Excel formulas.
- Coordinated catering, decorative arrangements and guest logistics for corporate events.
- Managed scheduling and staff coverage logistics for confidential, personal concerns relaying information as intended by senior staff.
- Maintained personal budget details and coordinated spending for events, business travel and meetings.
- Researched executive business operations to compile information into detailed reports.
- Planned events based on departmental needs and personal requests.
- Triaged multiple tasks and competing priorities in servicing requests from senior managers.
- Worked on special projects, taking lead on important project initiatives.

CERTIFICATIONS BY PROFESSIONAL BODIES

- ❖ **KASNEB - Membership No: NAC/330971**
- ❖ **Media Council of Kenya (MCK) Member No. MCK017539**
- ❖ Public Relations Society of Kenya (PRSK) Member NO:017-1732
- ❖ Registered NEMA EXPERT/AUDITOR Membership NO. 8821
- ❖ Registered Member of KENYA ASSOCIATION PROJECT MANAGERS (KAPM) NO. 267

Education

JAN 2020

UNIVERSITY of NAIROBI, KENYA

Ph.D. in Project Planning & Management – Proposal Writing

SEPTEMBER 2019

UNIVERSITY of NAIROBI, KENYA

Master of Arts Communication Studies – PR & MANAGEMENT

NOV. 2016 - JULY 2017

STRATHMORE BUSINESS SCHOOL / UNIVERSITY OF NAIROBI

Financial Journalism, Finance and Reporting - Nairobi

SEPTEMBER 2015

UNIVERSITY of NAIROBI, KENYA

Bachelor of Arts - Project Management

TRAINING INSTITUTIONS

Kenya Accountants and Secretaries National Examinations Board (KASNEB)

- **CPA SECTION I & II**

AREAS OF SPECIALIZATION

Client Relations, Time Management, Project Management, Training & Development, PR strategy development, Business correspondence, Strategy implementation, Advertising and marketing, Speechwriting and messaging, Strategic partnerships, Strong compositional skills, PR strategy development, Information gathering and analysis, Video Editing & Photography.

PERSONAL SKILLS: Interpersonal, Organized, Adaptable, Time Management, Committed, Integrity, Problem solver, collaborator, Negotiation skills.

Referees

REFEREES

- **John Gichu Muraya- C.E.O - Silverline Studios**
Mobile: +254 722 672 886 Email: silverline_studios@yahoo.com
- Prof. Ndeti Ndati: **Director - School of Journalism and Mass Communication,**
University of Nairobi
Mobile: +254 720 468 439 Email: ndanundeti@gmail.com
- Prof. Hezron Mogambi: **Lecturer - SOJMC** -University of Nairobi
Mobile no: +254 720 468 261: Email: hmogambi@yahoo.co.uk
- **Florence Mwangi: Assistant Librarian** – Dedan Kimanthi University of Technology
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UNIVERSITY OF NAIROBI
FACULTY OF SOCIAL SCIENCES
Dept. of Journalism & Mass Communication

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Email: director-soj@uonbi.ac.ke

P.O. Box 30197
Nairobi,
Kenya

Date: July 29, 2021

TO WHOM IT MAY CONCERN

Dear Sir/Madam,

SUBJECT: RECOMMENDATION FOR NJERU SAMUEL KATHURI

As the Director of School of Journalism and Mass communication, University of Nairobi, I hereby recommend Mr. Samuel Njeru for the position of **Project Management & Communication** in any institution. Mr. Njeru has worked with us for 4 years and I am elated to say that he is best in **Business development, Communications and Management**. He is a self-driven, organized Person who develops inspiring relationships with his boss and teammates.

Mr. Njeru has always been driven to develop his skills as a Communication Specialist as well as Project Manager. I engaged him as a part time Project Manager/communication specialist, eagerly taking up extra responsibilities such as advisor of the school radio & tv studios development and is still a member of our teaching staff. He continually demonstrates this drive through his tenure at our school of journalism and mass communications. Njeru embraces any opportunity for professional development, which makes him an ideal leader in business development, communications and Management.

His organizational skills may be very impressive, but I believe Samuel's interpersonal skills made him an amazing addition to the University of Nairobi SOJ project team. Samuel's ability to empathize with coworkers and use their perspectives to make the best decisions for projects on behalf of the SOJMC helped streamline project completion, leading to a 10% increase in workplace productivity.

I'm confident that Samuel would be a great fit for any Firm or company he will work as a program manager/communication specialist. He can offer the skills you're looking for in a project manager, and he also has the potential to become a valuable asset to your project management team due to his experience here at University of Nairobi school of journalism and Mass communications.

If you'd like more information, I'd be happy to expound on my experiences working with Samuel Njeru. Please feel free to contact me at agneta.mbindya@yahoo.com or +254 720 468 439. Thank you so much for your time.

Sincerely,


Prof. Ndeti Ndati, PhD
Chairman,
Dept. of Journalism & Mass Communication





KUSCCO LTD.

Kenya Union of Savings & Credit Co-operatives Ltd.

-The SACCO Family Union-

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Tel: 020 -2730191 / 2722927
Fax: 020 -2721274
Cell: 0734 699 974 / 0722 206 331
Email: info@kuscco.com
Web: www.kuscco.com

Our Ref:

Your Ref:

RE: RECOMMENDATION FOR SAMUEL NJERU – FROM KUSCCO LTD

To whom it May concern

It is with great pleasure that I recommend Samuel Njeru for the position of a Project manager, Business development officer or Communication Expert for your company. I had the opportunity to work with Samuel myself as His supervisor, so I can personally vouch that he knows all the proper procedures for conducting each job and that he fully understands the duties and responsibilities of each job. Samuel Njeru was an inquisitive business trainer in our company – **Kuscco Kenya Ltd** contracted for one (1) year who sought not only to teach the procedures, but to improve upon them as well. Among the key roles he undertook were:

- Translated complex product information, business plan concepts into simple learning materials.
- Followed advancements in industry best practices and training methods to improve training strategies.
- Created manuals and materials for instructors and classes to meet training objectives.
- Tested employees before and after training to assess effectiveness of courses and identify areas in need of improvement.
- Developed and curated non-classroom learning programs and tools to meet on-trend business and modern learner needs.
- Managed department resources effectively to consistently meet budget and training targets.
- Developed customized and contemporary training initiatives to meet needs of specific business units.
- Integrated new approaches and technologies to keep training fresh and effective.
- Used surveys, observations and direct feedback from managers to shape effective training programs.
- Created course PowerPoint presentations to meet tracking goals and accomplish organizational objectives.
- Created training manuals, multimedia aids and supplementary materials to help employees better understand the material.
- Engaged management in training development processes to build program focused on current and projected employee requirements.

Furthermore, Samuel has an innovative mind and is quick to learn and assess more efficient manner for completing tasks. He is dedicated to efficiency, so I believe He would excel at developing working methods that increase productivity. He easily adapts to new procedures as well, making him ideal for a changing environment.

Samuel also exhibits a propensity for technological advancements in human resource management, ICT, business management and leadership. He is familiar with e-learning tools and takes advantage of technology in his instruction methods whenever possible. Samuel is versatile enough to meet the changing demands of the industry and develop new working plans to accommodate those demands. I highly recommend this applicant as a member of project management, business management and any organization development team.

Sincerely,

Lincoln Karani

Project Coordinator – KUSCCO Ltd

Email: lincoln@kuscco.com

Mobile No: +254 712 057 194



KUSCCO is ISO 9001: 2015 Certified