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**CURRICULUM VITAE**

**CAROLINE AYOTI**

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**P.O. BOX 29, Kakamega, Kenya, Cell: +254-713-332-400, Email:**

**[cayoti@mmust.ac.ke](mailto:cayoti@mmust.ac.ke)**

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**PERSONAL DETAILS:**

Date of Birth: 14<sup>th</sup> December, 1974

Place of Birth: Emuhaya, Vihiga County

Personal status: Married with 4 kids

Nationality: Kenyan

Languages: English, Kiswahili and Luhya

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**PERSONAL ATTRIBUTES AND OBJECTIVES:**

A result oriented professional, God fearing, hardworking, energetic, dedicated, creative and disciplined individual with high integrity. I am committed to the highest levels of professional excellence by virtue of hands on administrative and operational experience. My main aim is to surpass the ordinary by maximizing available opportunities. This will be achieved through acquiring desirable skills, experiences and knowledge for mutual benefit of myself and employer

**CAREER ASPIRATIONS:**

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Researcher and consultant in education matters relating to curriculum and Instruction

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**EDUCATIONAL BACKGROUND:**

Ongoing	PHD in Curriculum and Instruction – Kisii University
2013	Monitoring and Evaluation Certificate Course - Kenya Institute of Management
2009 - 2013:	Master of Education in Curriculum and Instruction. – Masinde Muliro University of Science and Technology
2008:	Diploma in Human Resource Management. - Kenya Institute of Management

- 1994 - 1998: Bachelor of Education (Arts), 2<sup>nd</sup> Class Honors Upper Division. Subjects: Kiswahili/Geography - Moi University, Eldoret.
- 1989 - 1992: Kenya Certificate of Secondary Education (KCSE) - Bunyore Girls High School, P.O. Box 165, Maseno.
- 1981 - 1988: Kenya Certificate of Primary Education (KCPE) - Ebulonga Primary School, P.O. Box 164, Luanda
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**PROFESSIONAL EXPERIENCE:**

- 2018 to 2021 Senior Administrative Assistant in the Directorate of Postgraduate Studies - Masinde Muliro University of Science and Technology
- 2016 to 2017 Senior Administrative Assistant in the School of Engineering and Built Environment – Masinde Muliro University of Science and Technology
- 2010 to 2016: Administrative Assistant in the Faculty of Education and Social Sciences – Masinde Muliro University of Science and Technology
- 2010 Graduate Teacher 1 - Teachers Service Commission, St. Monica Secondary School Lubao;
- 2004 - 2009: Graduate Teacher 1 - Teachers Service Commission, St. Marks' Orthodox Secondary School Chavogere;
- 2004: Graduate Teacher II, St. Cecilia Girls Secondary School Eregi,
- 2003: Graduate Teacher II, Lirhandia Girls Secondary School,
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**PROFESIONAL BODY**

Member of Kenya Institute of Management

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**DUTIES IN SCHOOLS:**

- Registration of students
- Processing of results
- Preparation of consolidated mark sheets
- Processing of students' academic transcripts
- Issuance of provisional results to students
- Issuance and collection of gowns to and from graduands
- Issuance of Academic certificates
- Attending to students' matters
- Organization of Board meetings
- Secretariat during board meetings, short listing committees and adhoc committees
- Supervision of Staff at the schools
- Organization of Defences
- Taking minutes at defences
- Processing of pass lists
- Documentation of records
- Organization of Office
- Preparation of supervision letters

- Preparation of proposal approval letters for students
- Supervision of Staff at the Directorate
- Secretariat during board meetings, short listing committees and adhoc committees
- Processing of Honoraria payment for supervision / Examination of Thesis
- Consolidation and Processing of admission documents of postgraduate students
- Filling

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**PUBLICATIONS:**

1. Ayoti,C., Mukasa,A S., Ohanga, O.K.& Poipoi, M.W.(2013) Factors Influencing Preparation and Utilization of Instructional Media in Teaching Kiswahili in Selected Public Secondary Schools in Kenya. *Greener Journal of Educational Research* ISSN: 2276-7789 Vol. 3 (3), pp. 108-114, May 2013. Available online at [www.gjournals.org](http://www.gjournals.org).
2. Ayoti,C.&Poipoi,M.W.(2013)Challenges Facing Teachers In Preparation And Utilization of Instructional Media In Teaching Kiswahili In Selected Secondary Schools In Kenya. *International Journal of Advanced Research (ISSN: 2320-5407) Volume 1, Issue 3, 201-207, May 2013. Available online at Journal homepage:<http://www.journalijar.com>.*
3. Ayoti,C. &Poipoi ,W.M (2011).Factors contributing to stress among public Secondary School teachers in Vihiga district, Kenya. *International journal of current Research (ISSN: 0975-833x) Vol. 33, issue, 4, pp.190-193, April, 2011.available online at <http://www.journalcra.com>.*
4. Ayoti,C., Koteng ,G & Ongunya, R (2016). Physical Determinants of Educational Resources Management for Enhancing Students' Performance in Secondary Schools in Vihiga County, Kenya. *Research Journal of Education* ISSN (e): 2413-0540, ISSN (p): 2413-8886 Vol. 2, No. 7, pp: 121-128, 2016 available online at URL: <http://arpgweb.com/?ic=journal&journal=15&info=aims>
5. Ayoti,C., Koteng ,G & Ongunya, R (2016). Financial Determinants of Educational Resources Management for Enhancing Students' Performance in Secondary Schools in Vihiga County, Kenya. *IJRDO-Journal of Applied Management Science.ISSN:2455-9229. Vol. 2, No. 8, August 2016*
6. Ayoti,C., (2017). Technological Determinants of Educational Resources Management for Enhancing Students' Performance in Secondary Schools in Vihiga County, Kenya. *IJRDO-Journal of Applied Management Science.ISSN:2455-9229. Vol. 2, No. 8, August 2017*

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**CONFERENCE, SEMINARS AND WORKSHOPS:**

- 2011: Workshop on Module Development organized by the Faculty of Education and Social Sciences, MMUST
- 2010: Workshop on Fundamentals of Web Applications organized by the Directorate of Information and Communication (ICT), MMUST
- 2011: ISO Training and Certification organized by MMUST and Facilitated by Kenya Bureau of Standards
- 2014: Workshop on Curriculum Review, Development and Implementation organized by The Faculty of Education and Social Sciences
- 2015: Workshop on Research Methodology for Social Scientists held at the Faculty of Education & Social Sciences, Masinde Muliro University of Science & Technology
- 2015: Workshop on Confidentiality and Security of Information conducted by the National Intelligence Security (NIS) at Masinde Muliro University of Science & Technology
- 2016 ISO Training on Continual Improvement organized by MMUST, held at Bishop Stam Pastoral Centre
- 2018 Training on Leadership Skills by The Kenya School of Government held at Masinde Muliro University of Science & Technology
- 2018 ISO 9001:2015 Awareness Training held at MCU
- 2019 Workshop on Grant Proposal Writing conducted by the Directorate of Research and Postgraduate Support at Masinde Muliro University of Science & Technology
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#### **ACADEMIC APPOINTMENTS:**

- 2003: Supervisor of Kenya National Examination Council (2003 KCSE) Examinations, Milani Secondary School.
- 2008: Examiner of Kiswahili P1II 2008, Vihiga District Mock Examinations
- 2009: Examiner of Kiswahili P1II 2009, Vihiga District Mock Examinations
- 2015: Part-time Lecturer in the Faculty of Education and Human Resource Development, Kisii University
- 2016: Part-time Lecturer in the Department of Curriculum and Instructional Technology, Masinde Muliro University of Science and Technology
- 2018: Part-time Lecturer in the Department of Curriculum and Instructional Technology, Masinde Muliro University of Science and Technology
- 2020 -2021 Part-time Lecturer in the Department of Curriculum and Instructional Technology, Masinde Muliro University of Science and Technology
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**COMMUNITY SERVICE:**

- 2017      Electoral Commission of Kenya (ECK) - Clerk in the 2017 General Election
- 1998:      Electoral Commission of Kenya (ECK) - Clerk in the 1998 General Election
- 2012:      Participated in the organization and hosting of the Masinde Muliro University of Science and Technology 4<sup>th</sup> Annual International Conference.
- 2014:      MMUSO Elections – Senior polling Supervisor
- 2015:      MMUSO Elections – Senior polling Supervisor
- 2019:      MMUSO Elections – Senior polling Supervisor
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**COMPUTER SKILLS:**

- 2006:      Computer packages - SMECT Computer College,
- 2012:      Certificate in computer - Kenya Institute of Management
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**REFEREES:**

1. Prof. Aggrey A. Simiyu, CoD, Department of Curriculum and Instruction, Masinde Muliro University of Science and Technology P.O. Box 190, Kakamega, Kenya
  2. Dr. Raphael Ong'unya, CoD, Department of Science and Mathematics, Masinde Muliro University of Science and Technology P.O. Box 190, Kakamega, Kenya
  3. Dr. Jason Nganyi, Senior Lecturer, Department of Educational Planning and Management, Masinde Muliro University of Science and Technology P.O. Box 190, Kakamega, Kenya.
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