

Joel Mutwiri

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PROFESSIONAL SUMMARY

Highly accomplished Field Officer with over 5 years of experience driving impactful project implementation and capacity building initiatives in sustainable development. Proven expertise in facilitating field-level training and workshops, successfully engaging diverse local partners and community groups to achieve critical project goals. Spearheaded sustainable agriculture and microfinance projects, empowering over 1,500 rural community members through enhanced food security and economic opportunities. Adept at data collection, adaptive management, and comprehensive report writing, ensuring effective monitoring and sustained impact for rural development initiatives.

WORK EXPERIENCE

Volunteer Agriculture Officer | Mikinduri Hope Community Development Organization | Good Shepherd Sisters

Meru, Kenya

Jan 2025 - Present

- Directed community-based project operations, ensuring effective program delivery and alignment with organizational goals
- Implemented farmer training programs, enhancing agricultural productivity for over 100 community members through workshops on agronomic practices
- Managed agricultural support and microfinance programs, fostering economic growth and food security for local schools and rural communities
- Led farm management initiatives, improving food security and economic empowerment within rural communities by introducing sustainable agriculture practices
- Coordinated diverse community development projects, engaging local partners to deliver vital services and achieve project objectives

Agriculture Manager / Social Worker | Good Shepherd Sisters Chalice Funded Program | Meru Sponsorsite

Meru, Kenya

Aug 2021 - May 2024

- Managed comprehensive agricultural development projects, driving socio-economic transformation for over 500 beneficiaries
- Delivered farmer training and agricultural extension services, enhancing productivity and adopting improved agronomic practices for local farmers
- Established kitchen gardens in 10+ schools, significantly supplementing school feeding programs and improving food security for students
- Coordinated over 2,500 tree planting initiatives across schools and communities, promoting environmental conservation and community engagement
- Provided essential agricultural inputs to 10 schools annually, directly impacting over 500 students and strengthening food security within the community

Acting Kooje Subsite Director | Good Shepherd Sisters

Meru, Kenya

Jul 2022 - Aug 2022

- Supervised subsite operations, ensuring seamless project execution and effective administration for key initiatives
- Developed and wrote successful funding proposals, securing critical resources to support community development projects
- Compiled comprehensive site reports, ensuring 100% compliance with donor guidelines and contributing to monitoring systems
- Fostered strong local partner and stakeholder relationships, maintaining operational excellence during a leadership transition period

- Coordinated multi-departmental activities and optimized resource allocation, achieving project objectives efficiently

Cereals Farmer | Self-Employment

Meru, Kenya
Oct 2020 - Jul 2021

- Established and managed an independent cereals farming operation, overseeing all aspects from cultivation to market distribution
- Implemented sustainable farming practices and advanced crop management techniques, optimizing yield by 15% and enhancing product quality
- Managed end-to-end supply chain operations, ensuring efficient production and market linkages for agricultural products
- Achieved profitable operations through strategic resource management and comprehensive market analysis for cereal crops
- Provided technical guidance on agronomic practices and crop rotation to improve soil health and productivity

Customer Service Sales Agent | Iprocure Farm Depot

Nairobi, Kenya
Jun 2020 - Sep 2020

- Cultivated strong customer relationships, ensuring high satisfaction and effective communication with agrochemical clients
- Supported over 200 agrochemical retailers through telesales and follow-up, expanding market reach in target regions
- Collaborated with field agents across Rift Valley, Central, and Eastern regions, enhancing operational efficiency and coordination
- Achieved a 20% sales increment by implementing effective customer service and relationship management strategies

Call Center Advisor | Tulaa Technology Services

Nairobi, Kenya
Sep 2019 - Apr 2020

- Conducted market research surveys and managed high-volume customer calls, gathering critical data for agricultural insights
- Provided expert agricultural business advisory services to farmers, fostering growth and improving operational efficiency
- Delivered actionable business improvement recommendations to agricultural entrepreneurs, enhancing their operations and capacity
- Supported Business Development Officers and field agents with valuable customer insights, improving strategic decision-making and field activities

Sales Person | Nyambene Cereals Store and Posh Mill

Isiolo, Kenya
Jan 2019 - Sep 2019

- Managed invoicing, sales transactions, and debt recording systems, ensuring financial accuracy and compliance
- Maintained meticulous financial records and processed banking transactions, contributing to transparent financial oversight
- Provided exceptional customer service, efficiently handling retail operations and building positive client relationships

Customer Service and Accounts Intern | Meru Dairy Cooperative Union (Mt Kenya Milk) **Meru, Kenya**

Oct 2018 - Dec 2018

- Processed invoices and monitored operational procedures, ensuring compliance and efficiency within cooperative guidelines
- Provided agricultural extension services to dairy farmers, enhancing their productivity and adopting improved agronomic practices

- Supported customer service operations within a cooperative environment, contributing to member satisfaction and stakeholder engagement
- Managed customer debt clearing and account reconciliation, improving financial health and transparency for cooperative members

Attached Employee | AAA Growers Ltd (Chestnut)

Naromoru, Kenya
Feb 2013 - Apr 2013

- Monitored and managed pest and disease control, safeguarding crop health and improving agricultural productivity
- Implemented effective crop protection strategies and optimized irrigation management, enhancing resource efficiency by 10%
- Maintained detailed agricultural records and documentation, ensuring data accuracy for reporting and adaptive management
- Applied advanced fertigation techniques and rigorous quality control measures, enhancing crop yield and product quality
- Managed pack house operations and post-harvest procedures, ensuring product quality and efficient logistics coordination

EDUCATION

Meru University of Science and Technology <i>Bachelor of Science in Agribusiness Management</i>	Meru, Kenya <i>Jan 2014 - Dec 2018</i>
Meru University of Science and Technology <i>Diploma in Agriculture</i>	Meru, Kenya <i>Jan 2013 - Dec 2013</i>
Meru University of Science and Technology <i>Certificate in Agriculture</i>	Meru, Kenya <i>Jan 2012 - Dec 2012</i>
St. Luke's Secondary School <i>Kenya Certificate of Secondary Education (KCSE)</i>	Meru, Kenya <i>Jan 2005 - Dec 2009</i>
Muramba Primary School <i>Kenya Certificate of Primary Education (KCPE)</i>	Meru, Kenya <i>Jan 1996 - Dec 2005</i>

SKILLS AND ACHIEVEMENTS

Project Management & Implementation, Sustainable Development, Capacity Building, Stakeholder Engagement, Community Development, Agricultural Extension & Training, Microfinance Initiatives, Food Security, Economic Empowerment, Data Collection & Analysis, Adaptive Management, Report Writing, Monitoring & Evaluation, Grant & Proposal Writing, Financial Management, Sales & Customer Relationship Management, Supply Chain & Logistics, Agronomic Practices, Crop Management, Environmental Conservation, Quality Control

PROJECT EXPERIENCE

Social Action Coordinator | Focus - Kenya Associates **Meru, Kenya**
Aug 2023 - May 2024

- Coordinated impactful social action initiatives, significantly contributing to community development and welfare.
- Mentored college and university students, fostering leadership skills and promoting social responsibility.

CERTIFICATIONS

Project Management and Fundraising *Issued Nov 2021*
Prisma

Proposal Writing

ACCOMPLISHMENTS

Successfully revived and managed community agricultural projects benefiting differently-abled and vulnerable groups, leading to improved food security and economic empowerment.	<i>Jan 2022 - Present</i>
Led training programs for farmers and schools, increasing agricultural productivity and sustainability across multiple communities.	<i>Jan 2022 - Present</i>
Coordinated microfinance initiatives that enhanced access to credit and financial inclusion for rural farmers and community groups.	<i>Jan 2022 - Present</i>
Oversaw distribution of farm inputs and planted over 2,500 trees, contributing to climate change mitigation and environmental conservation efforts.	<i>Jan 2022 - Present</i>
Managed and increased agrochemical product sales by 20% through effective customer service, telesales, and retailer relationship management.	<i>Jan 2022 - Present</i>
Facilitated smooth project operations and compliance with donor requirements while acting as subsite director, ensuring timely reporting and staff coordination.	<i>Jan 2022 - Present</i>
Provided expert customer service and loan approval support to thousands of farmers, improving access to agricultural credit and business advisory services.	<i>Jan 2022 - Present</i>
Improved community social welfare by supporting psychosocial groups and enhancing collaboration among common interest groups.	<i>Jan 2022 - Present</i>
Successfully operated a cereals farming business, applying agronomic best practices to optimize yield and profitability.	<i>Jan 2022 - Present</i>
Developed and implemented proposal writing and fundraising strategies that secured funding for community development projects.	<i>Jan 2022 - Present</i>

REFERENCES

Miss Ann Jeddy Murugi

Former Call Centre Manager at Tulaa Technology Services
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Sr. Rosemary Karutani

Site Director at Good Shepherd Save a Child - Meru Program
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Mrs. Beatrice Mukaria

Project Director at Compassion International Tutua
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