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# Winnie Gloria Nkatha

(Bachelor of Economics and Statistics)

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P. O. Box 42 – 60300, Isiolo – Kenya

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## Personal Summary

A skilled professional with knowledge of Economic concepts and mathematics, research, monitoring and Evaluation techniques and adept at applying theories and ideas in real – world situations. I have in-depth research experiences in data collection. I am also trained in statistical software including **SPSS, Stata and advanced excel**.

I strive to learn something new from every experience, guided by the belief that there is always room for improvement, both at personal and professional level. My objective is to work in a challenging and rewarding environment that will avail me the opportunity to utilize my knowledge and skills and attain career advancement and development.

## Work History

- 03/18 – 06/18      **Economic Affairs and Commercial Diplomacy Intern**, Ministry of Foreign Affairs and International Trade
- Research on regional trading blocs and reports on the same
  - Organizing and participating in trainings, meetings, conferences and seminars
  - Ushering in guests at various functions and events held by the state
  - Writing note verbales to embassies and consulates as well as interministerial letters.
- 02/2018      **Research Assistant**, Kenya Institute for Public Policy Research and Analysis (KIPPRA)
- Data Collection on ‘Building Resilience to Mitigate the Impacts of Drought and Floods’ In Isiolo, Samburu and Marsabit Counties.
  - Securing permission from local authorities and community leaders before undertaking any field activity.
- 09/2017 – 12/2017      **Project Management Intern**, Kenya Network Trade Agency (Kentrade)
- Monitoring and implementation of strategic plan and performance contracting
  - Organized and assisted in carrying out departmental ISO audits
  - Conducting research and development
  - Developing annual work plans
  - Assisting clients on phones as a contact centre assistant

- 06/2017 – 08/2017 **Research Assistant, IPSOS Kenya**
- Data collection through conducting interviews with the CEOs and Financial Officers of Top 100 Mid – Sized Companies in Kenya.
- 05/2016 – 05/2017 **Finance and Accounts Intern, National Commission for Science, Technology and Innovation (NACOSTI)**
- Filed Monthly tax returns
  - Performing monthly bank reconciliations and preparing statements
  - Pioneered the organization’s migration from using manual accounting to computerized accounting system
  - Processing of payment and research grants
  - Maintaining general expenses ledger
  - Preparation of final statements and financial reports
  - Participated in preparation of the 1<sup>st</sup> Finance Manual of the organization.
- 08/2014 – 11/2014 **Policy Analyst Intern, The National Treasury of Kenya**
- Fiscal policy formulation
  - Data organization, analysis and presentation
  - Research and development
  - Report writing

## **Education**

Current	French Language Alliance Française Certified Public Accountant, Section IV
2018	Certificate in Computerized Statistical Packages (SPSS,Stata,Advanced Excel)
2015	Bachelor of Economics and Statistics 2 <sup>nd</sup> Class Honours (Upper Division) Kenyatta University
2015	Certificate Course in Leadership and mentorship
2014	Certificate in Chinese language and culture
2010	Kenya certificate of secondary education A- 79/84 points St. Mary’s Girls’ High School, Igoji
2005	Kenya certificate of primary education A 404/500 Marks Barracks Primary School, Isiolo

## **Accomplishments**

- Research paper on Lessons Kenya can learn from other countries which have implemented an e-trade portal for Kentrade, this contributed to the organization being awarded The Business Enabler of the year in 2017.
- Transitioning NACOSTI from manual accounting to computerized accounting, this increased efficiency and enabled the organization to increase its revenue by 10% for that financial year.
- Best team player at a physical challenge organized by Sheer Tone Studios, enabled my team to emerge top.
- Class representative in campus, organized various career visits for the class where some students got internships afterwards.

## **Skills**

Statistical software (SPSS, Stata, Advanced Excel)

Attention to details

Excellent interpersonal skills

Team leadership

Hands-on field research experiences

Flexible

A great initiative person

Time management

Administrative duties

Excellent communication skills

Work well even under intense pressure

Excellent computer skills

## **Referees**

1) Mr. Jacob Nato

Lecturer, Sch.of Economics  
Kenyatta University.  
0708-079-254,  
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2) Joyce Njuguna

Senior Economist,  
The National Treasury of Kenya.  
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3) Mr. Adan Shibia

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