

## Personal Information

Name: Winnie Gloria Nkatha

Cell phone: +254714263837

Email: gloria.nkatha@gmail.com

## 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, organization, analysis, presentation, interpretation and generation of quality reports and policy briefs. 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.

## Education/Qualifications:

Institution	Certificate	Year
APHRC	Grants Proposal Writing Workshop	2020
Tax Justice Network	Corporate Tax Research & Illicit Finance	2019
International Monetary Fund	Public Finance Management	2019
Alliance Française	DELTA A1 (84/100)	2019
DalWorth Consult	Statistical Data Analysis Course	2018
Summit Institute of Professionals	Computerized accounting packages	2017
Kenyatta University	Bachelor of Economics & Statistics (2 <sup>nd</sup> class Honours)	2015
Kenyatta University	Leadership Development and Mentorship	2015
Confucius Institute	Basic Chinese Language and culture	2014
KASNEB	Certified Public Accountants (Part I)	2014
St. Mary's Girls High School, Igoji	Kenya Certificate of Secondary Education (A-)	2010
Barracks Primary School, Isiolo	Kenya Certificate of Primary Education (404/500)	2005

## Employment Record/Experience

### 1. April 2019 – November 2020

Institute of Public Finance Kenya

#### Research Officer

Duties and Responsibilities

- Conducting tax analysis and providing advisory to government through submission of memoranda and to businesses on the likely effects that the amended tax laws might have on their operations.
- Providing leadership and guidance in the public debt division in the organization by constantly generating new knowledge that is shared with the government, other partner organizations and citizens.
- Designing project Gantt charts for monitoring purposes and carrying out monitoring and evaluation of projects.
- Resource mobilization for the organization through concept writing.
- Conducting qualitative data collection by key informant interviews, transcription, cleaning, organization and analysis that is used to inform study reports.
- Writing reports, policy briefs and memoranda that provide recommendations which influence decisions undertaken by the government.
- Providing training and technical assistance to county government officials and organized interest groups after conducting in-depth analysis of budget documents.

### 2. 2018

Kenya Institute for Public Policy Research and Analysis

**Research Assistant**

Duties and Responsibilities

- Seeking permission from government officials to conduct data collection from the community
- Conducting quantitative data collection by carrying out face-to-face interviews with micro-economic actors (households and firms).

**3. 2018**

Ministry of Foreign Affairs,

**Intern at the Economic Affairs and Commercial Diplomacy**

Duties and Responsibilities

- Conducting desktop research on regional trading blocs and preparing reports on the same
- Organizing and participating in trainings, seminars and conferences
- Ushering in guests at various functions and events held by the state
- Administrative duties such as writing note verbales to embassies and consulates as well as drafting inter-ministerial letters

**4. 2017**

Kenya National Trade Agency

**Project Management Intern**

Duties and Responsibilities

- Conducting desktop review to promote research and development of the organization
- Carrying out ISO audits
- carrying out departmental performance appraisal,
- Assisting in carrying out customer service duties by acting as Call Centre assistant

**5. 2016 - 2017**

National Commission for Science, Technology and Innovation

**Finance and Accounts Intern**

Duties and Responsibilities

- Management of petty cash and Imprest to ensure that employees' welfare is catered for while working.
- Updating payments on quick books application to assist in transitioning the organization from using manual accounting to computerized accounting.
- Ensuring compliance with statutory deductions by filing returns for the organization
- Preparation of payment vouchers and ensuring that salaries and suppliers are paid on a timely basis.

**6. 2014**

The National Treasury and Planning

**Policy and Research Attaché**

Duties and Responsibilities

- Conducting Desktop research and review on issues affecting the government including double taxation avoidance agreements and challenges facing devolution.
- Conducting data analysis using Microsoft Excel
- Providing recommendations to the government through writing policy briefs.
- Administrative work such as photocopying, printing, scanning.

**References**

1. Adan Shibia,  
Senior Policy Analyst,  
Kenya Institute for Public Policy, Research and Analysis,  
Contact: +254 721 773 404, [agschibier@gmail.com](mailto:agschibier@gmail.com)
2. Gideon Mwangi,  
Principal Economist,  
Ministry of Foreign Affairs,  
Contact: +254 721 429 124, [gwathuo@yahoo.com](mailto:gwathuo@yahoo.com)
3. Sandra Muchiri,  
Head of Finance, Human Resource and Administration,  
Institute of Public Finance Kenya,  
Contact: +254 712 429 396, [smuchiri@ipfkenya.or.ke](mailto:smuchiri@ipfkenya.or.ke)