

CURRICULUM VITAE

BIOGRAPHY

Name : Walubaya Maureen
Sex : Female
Date of Birth : 9th October 1987
District : Jinja
Nationality : Ugandan
Marital Status : Married
Religion : Anglican
Contact : [0753-548413](tel:0753-548413)/[0780178744](tel:0780178744)(blissingmaureen4@gmail.com)

PERSONAL PROFILE SUMMARY

- Innovative
- Ability to work for long hours without supervision
- Good communication skills
- Flexible.
- Self-motivated lady with good interpersonal skills
- Very hardworking, focused and can work under pressure
- Believer in community service
- Proven leadership skills with ability to develop goals, objectives and implement strategies
- Proven ability to conceptualize problems.

QUALIFICATIONS

PERIOD	ATTAINMENT	INSTITUTION
Nov 2022	Masters Degree in Public Administration	Busitema University (On-going)
2018 -2022	Bachelors Degree in Secretarial information & office Management	Kampala University
2006 - 2008	Diploma in Secretarial Studies	Makerere University Business School (UCC Tororo Centre)
2004 -2005	Uganda Advanced Certificate of Education	Wanyange Girls School
2000 - 2003	Uganda Certificate of Education	Wanyange Girls School
1993 -1999	Primary Leaving Examination	Kamuli Girls Primary School

RESPONSIBILITIES HELD WHILE AT SCHOOL

Minister of Games and Sports: Uganda College of Commerce Tororo
Coordinator Basoga Nseethe Uganda College of Commerce Tororo
House Prefect Wanyange Girls' School

WORKING EXPERIENCE

No	Post	Working Place	Year
1	Personal Secretary	<p>OFFICE OF THE UNIVERSITY SECRETARY, BUSITEMA UNIVERSITY <i>Roles at Busitema University</i></p> <ul style="list-style-type: none"> a) Draft reports and routine correspondences from dictation or written sources for approval and signature of the University Secretary, University Bursar and Deputy University Secretary. b) Maintain the diary and arrange appointment as necessary. c) Attend and respond to all incoming correspondences d) Attend to visitors and telephone calls; e) To Main travel calendar for the University Secretary (Booking of flights, hotel etc). f) To record proceedings of the Top Management Meetings, Management Meetings and Departmental meetings; g) To Prepare and arrange for workshops, meetings, by sending invitations letters to the participants, booking venues for workshops etc. h) Maintain the office filing system and all records. i) Ensuring safe custody of all office equipment, documents especially confidential documents. j) To request for funds under the office of the University Secretary and attach accountability. k) Carry out any other relevant duties as may be assigned to me from time to time. 	31 st May 2021 to date
2	Secretary to the Headmistress	<p>IGANGA SS <i>Roles at Iganga SS</i></p> <ul style="list-style-type: none"> • Ensuring that the Head teacher's office is clean and well organized. • Preparation of Board of Governors and Parents, Teachers' Association Executive Committee Meeting by inviting members, ensuring that minutes are in place, arranging the venue for the meeting, typing minutes and Head teacher's speech. • Safe custody of documents in office. Receiving documents, presenting them to the Head teacher and are released on instructions and follow up of correspondence. • Receiving in-coming mails and ensuring that the outgoing mails are delivered to their responsible places and the right people by use of delivery book. • Proper filling of documents. • Typing of end of term exams 	4 th July 2011-2021
3	Secretary/clerk to council	<p>VOLUNTEER (BUGEMBE TOWN COUNCIL) <i>Roles at Bugembe Town Council</i></p> <ul style="list-style-type: none"> • Acting clerk to council 	2009 – June 2011

		<ul style="list-style-type: none"> Organizing trips for councilors Scheduling council meetings Taking minutes in council meetings 	
4	Secretary	Volunteer (Jinja District Local Government) Roles at Jinja District Local Government <ul style="list-style-type: none"> Receiving visitors and taking them to respective officers Taking minutes for the finance department Arranging trips for officers. 	Aug 2008 – Nov 2009

SHORT COURSES/WORKSHOPS ATTENDED

TRAINING/COURSE	YEAR	SPONSOR	AWARD
espnW: Women + Sports Summit (On line)	20 th – 21 st October 2020 on line	United States espn.W@espn.com	-
Initiative for Girls' Football	19 th - 30 th Jan 2020	Busitema University	Certificate of Participation
Sports Acceptance, Girls' Education (SAGE)	20 th Nov to 17 th Dec 2019	Uganda National Council for Sports	Certificate of Participation
Financial Management Training	December 2010	Ministry of Education & Sports	Certificate of Attendance

HOBBIES

- Type setting
- Reading News papers, Novels and Magazines
- Traveling
- Making Friends

LANGUAGES SPOKEN

- English Fluent
- Lusoga Fluent
- Luganda Fluent
- Swahili Moderate

REFEREES

Name	Responsibility	Contact
Mr. Matsiko Mutungwire Abert	University Secretary, Busitema University	+256 774-879495 matsikoma1@gmail.com
Mr. Ojiambo Wilberforce	University Bursar, Busitema University	+256 772-551236 wmojiambo1@gmail.com
Eng. Dr. Daniel Otim	Dean Faculty of Engineering	+256774-176824 danotim@gmail.com

*I, **Walubaya Maureen**, certify to the best of my knowledge that the information provided above is a true representation of my background.*