

## **International Relations| Diplomacy**

A highly motivated person with a deep-rooted passion for international relations, diplomacy, and humanitarian affairs, I have cultivated a robust understanding of global dynamics, public and cultural diplomacy. My experience has honed my ability to navigate complex international environments, build meaningful partnerships, and advocate for collaborative solutions to global challenges. I excel at fostering cross-cultural communication and promoting collaboration between diverse stakeholders. My commitment to humanitarian causes drives me to engage in initiatives that support vulnerable communities and promote global peace and cooperation. I am committed to using my skills and insights to make a positive contribution to the global community, working towards a more just, equitable, sustainable world.

### **CORE COMPETENCIES**

Public Diplomacy | Cultural Diplomacy| Intercultural Communication | Strategic Planning| Advocacy and Public Engagement | Strategic Partnership Development | Policy Development | International Development | Project Management |Administration| Social Media Management | International Relations

### **KEY PROFESSIONAL SKILLS**

- ✓ **Cross-Cultural Communication:** Demonstrated ability to engage effectively with individuals from diverse cultural backgrounds, facilitating understanding and collaboration in international and multicultural settings.
- ✓ **Diplomatic Skills:** Proficient in managing sensitive interactions and communications, maintaining professionalism and tact in public relations and diplomatic scenarios to build and sustain positive relationships.
- ✓ **Research and Analysis:** Skilled in gathering and interpreting data to inform strategic decisions, providing actionable insights that support policy development and program effectiveness.
- ✓ **Event Coordination:** Experienced in planning, organizing, and executing events such as diplomatic meetings, cultural exchanges, and public engagements, ensuring smooth operations and successful outcomes.
- ✓ **Marketing Expertise:** Utilizes marketing knowledge gained from a cooperative business background to develop and implement strategies that effectively promote initiatives, enhance visibility, and drive audience engagement.
- ✓ **Project Support:** Adept at assisting in the planning, execution, and monitoring of projects, ensuring alignment with objectives, timely completion, and effective resource management.
- ✓ **Networking:** Effective at establishing and nurturing professional relationships with key stakeholders, partners, and clients, expanding organizational reach and opportunities.
- ✓ **Adaptability:** Quick to embrace new challenges and adjust strategies or approaches in response to

evolving environments or unexpected changes, demonstrating flexibility and a proactive mindset.

- ✓ **Team Collaboration:** Working collaboratively within diverse teams, contributing to collective goals, fostering a positive team dynamic, and supporting joint efforts to achieve shared objectives.
- ✓ **Technical Proficiency:** Leverages technology and data analytics tools to support operations, enhance productivity, and provide insights that drive informed decision-making.

## EDUCATION & CREDENTIALS

2020 November-April 2024- MSc in Public and Cultural Diplomacy- University of Siena Italy.  
2023 -Exchange Program- University of Bristol, European  
Jan-June 2023 Liberal Arts Network.

2015-2019- BSc in Co-operative Business-Marketing Option, The Co-operative University of Kenya,  
2011-2014- Kenya Certificate of Secondary Education (KCSE), St Clare Girls' Secondary School, Elburgon

## CAREER HIGHLIGHTS

Representative and Event Coordinator | **International Youth and Student Movement for the United Nations (ISMUN) 57th Human Rights Council Session, United Nations, Geneva September 2024- October**

### Key Contributions & Results:

- Represented ISMUN at the 57th Human Rights Council, delivering statements and advocating on human rights issues.
- Assisted in organizing ISMUN side events on issues relating to Financing Development, working with international participants and Combating Global Racism.
- Collaborated with diplomats, NGOs, and UN representatives on policy discussions and event outcomes.
- Created flyers and assisted in distributing them for the side events hosted by ISMUN
- Advocated for action on racial justice and the protection of marginalized communities in discussions and policy recommendations and gave statements at the Human Rights Council with the Working Group on African Descent.
- Conducted research on the Durban Declaration and Programme of Action and their relevance to the HRC and the missions.
- Issued statements in the Interactive Dialogue with the Permanent Forum on People of African Descent.

### Key Achievements:

- Delivered statements highlighting youth rights, racial justice, and protection for marginalized communities, particularly in collaboration with the Working Group on African Descent.
- Helped organize ISMUN events focused on *Financing for Development*, working with international participants.
- Worked with Diplomats and NGOs: Actively participated in discussions with diplomats, NGOs, and UN representatives that influenced event outcomes and policy direction.
- Advocated for racial justice in discussions and statements at the Human Rights Council, and during Interactive Dialogues with the Permanent Forum on People of African Descent.
- Designed and distributed flyers to promote ISMUN's side events, helping drive attendance and engagement.

**Key Contributions & Results:**

- Managed communications projects, ensuring they were completed on time and aligned with company goals.
- Updated contact lists to promote events, enhancing event visibility and engagement by 15%.
- Monitored media coverage through press clipping, providing valuable insights for the company.
- Translated and reviewed articles, maintaining high standards of accuracy and consistency.
- Built a media database for Africa, supporting targeted outreach and communications efforts.
- Created PowerPoint presentations to effectively promote the company's database to stakeholders.

**Key Contributions & Results:**

- Efficiently met and assisted passengers during embarkation and disembarkation, ensuring a seamless experience across multiple flights.
- Accurately managed bookings for meet and greet services using MS Excel, enhancing customer satisfaction.
- Provided expert assistance at self-service check-in kiosks, reducing wait times and improving passenger flow.
- Coordinated executive lounge bookings for customers, ensuring premium services were delivered effectively.
- Supported passengers throughout arrival and check-in processes, including specialized assistance for unaccompanied minors, VIPs, and those requiring wheelchair support.
- Directed passengers smoothly through immigration and customs, ensuring a swift transition to their respective travel agents.

**Key Achievements:**

- Contributed to PR Campaigns: Assisted in executing public relations campaigns, resulting in increased media coverage for clients.
- Built Media Relationships: Established connections with key media outlets, leading to improved press coverage.
- Improved Customer Service: Delivered effective customer service, leading to positive feedback and enhanced satisfaction.
- Resolved Issues Efficiently: Addressed customer inquiries promptly, ensuring quick resolution and better customer experience.

**Key Contributions & Results:**

- Executed daily social media marketing across Facebook, WhatsApp, and Instagram to promote available units.
- Proactively contacted clients about available units, promptly handling inquiries to maintain high customer satisfaction.
- Expanded the company's contact list by sourcing and adding relevant client contacts.
- Managed sales agents and agency agreements, ensuring smooth operations and compliance with company policies.
- Conducted site and show-house tours for potential clients, effectively showcasing properties to drive interest and sales.
- Designed, updated, and printed marketing materials, including flyers and banners, to support promotional efforts.

**Key Achievements:**

- Increased Social Media Engagement: Implemented daily marketing on Facebook, WhatsApp, and Instagram, leading to higher engagement and more inquiries about available units.
- Improved Client Communication: Proactively reached out to clients, ensuring quick responses to inquiries and maintaining high customer satisfaction.
- Expanded Contact List: Sourced and added new, relevant client contacts, broadening the company's network and potential client base.
- Streamlined Sales Operations: Managed sales agents and agency agreements efficiently, ensuring smooth operations and compliance with company policies.
- Drove Property Interest: Conducted site and show-house tours that effectively highlighted property features, leading to increased client interest and successful sales.

**Key Contributions & Results:**

- Accurately inputted large volumes of data into computer systems, ensuring efficient processing and minimal errors.
- Streamlined filing of payment vouchers improving accessibility and reducing retrieval time by 20%.
- Prepared creditors' payment vouchers with 100% accuracy, contributing to the timely settlement of accounts payable
- Efficiently prepared imprest warrants for staff, ensuring prompt and accurate reimbursement processes.

**Key Achievements:**

- Accurate Data Entry: Entered large volumes of data with precision, ensuring efficient processing and reducing errors.
- Filing Efficiency: Streamlined the filing system for payment vouchers, cutting retrieval time by 20% and improving document accessibility.
- Timely Payments: Prepared payment vouchers for creditors with complete accuracy, ensuring timely settlement of accounts.
- Efficient Reimbursements: Handled imprest warrants for staff promptly and accurately on

reimbursement processes.

#### **MEMBERSHIP**

Member- International Youth and Student Movement for the United Nations.

#### **PROFESSIONAL TRAINING AND CERTIFICATION**

Summer School-International Youth and Student Movement for the United Nations  
Swissport International Limited-Kenya-Check-in Course  
Computer Skills-Kericho School of Professional Studies.

#### **REFERENCES**

- Mattia Guidi, Associate Professor, University of Siena, Thesis Supervisor
- Robert Micallef, Diplomat-Ministry of Foreign Affairs Malta, Government of Malta, Mentor
- Jan Lonn, Secretary General, International Youth and Student Movement for the United Nations



