

# Maris kalu

Mombasa:80100

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**communication specialist**

## Executive summary

A keen communicator with honed interpersonal, problem solving and analytical abilities. The training I underwent provided me with the necessary academic knowledge with 4 years' experience and good communication skills to competently handle teamwork responsibilities in relevant communication areas such as public relation, customer service & support, digital sales & marketing (social media platforms), advertising, branding & rebranding, crisis & reputation management interpersonal communication, public opinion & persuasion. Seeking for an opportunity in the field of communication to utilize skills for the growth of the organization and upgrade my skills and knowledge in the communication sector.

## skills

- Team development.
- Public speaking.
- Color marketing strategies.
- Interpersonal communication.
- Customer satisfaction problem solving skills.
- Delivery public relations
- Excellent communication skills.
- Critical Thinking.
- Cultural awareness.
- Quick and correct decision making skills.
- Multimedia skills.
- Presentation
- Sales & Marketing
- Public opinion & persuasion
- Data collection & analysis skills.
- Crisis & reputation management skills.
- Advertising & endorsing skills
- Ability to learn new skills.
- Strong sense of urgency to meet deadlines.
- Excellent written and verbal communication
- PR strategy development

## Education

**2014– 2018**

**Bachelor of mass communication and journalism Technical University of Mombasa**  
**Second honours (upper division)**

**2010- 2013**

**Kenya Certificate of Secondary**  
Grades (B+)

**Murray Girls High School Taita.**

**2002 – 2009**

**Kenya Certificate of primary school.**  
Grades (A-)

**St Mary Bombolulu.**

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## **Work Experience 5th November to 5th Dec 2024**

### **Selistar Management Services**

- Visit sampled households to interview eligible respondents and collect data using a digitized prescribed tool.
- Explain to respondents at the household the objectives of the assignment and the procedures involved,
- Interpret interview questions to assist respondents understand them and provide appropriate answers.
- Conduct extensive and thorough visual surveys of sampled households.
- Undertake further probing of responses to ensure information provided is accurate.
- Double-check information on survey information pads to ensure the accuracy of information.
- Continuously update his/her supervisor on progress and completed assignments.
- Identify and report any issues that may arise while attempting to obtain valid data.
- Participate in daily briefing meetings.
- Submit timely daily reports.
- Ensure the accurate filling of the Declined consent HHs Validation forms ensuring they are signed and stamped by the Chief/Assistant Chief
- other duties assigned by the supervisor

**2022- 2023**

**communication specialist**

**EU-Reag Engineering company**

- Responsible for the internal communication of the organization
- Checking the company website and going through client reviews and taking notes to increase public reach and help the growth of the organization
- Handling clients by going through the company project proposal step by step with them and help drafting the clients financial & structural needs and exceptions upon the completion of the project
- Represent the organization to the public
- Marketing the organization using social media approach like Facebook
- Responsible for recording the daily expenditure report of the organization, making sure the expenses are beneficial to the growth of the organization
- Keeping records of employees, their duties and expected salaries
- Work hand in hand with the Site Supervisor to ensure the safety of employees
- Visiting sites to monitor the ongoing projects and client satisfaction
- Sending soil reports for Sampling to NCA

- Prepared clear, on-point speeches for senior leaders and worked with executives
- Promoted organisation as public representative at business, social and community functions.
- Planned, developed and implemented robust PR strategies to manage brand reputation.

**2020 - 2021**

**Enumerator**

**Tertiary International Limited (TIL)**

- I conducted a follow up of Kenya youths beneficiaries who received BDS coaching on behalf of KYEOP
- Used the BDS coaching monitoring and verification tool(Tablet) for in-person visits and phone call interviews
- Uploaded the data collected from the beneficiaries in person visits and phone call interviews
- Sent a final email report on the beneficiaries interviewed.
- Helped interviewees understand survey questions while remaining impartial.
- Recorded, handled and processed data for accurate analyses.
- Kept information stored and recorded securely to meet confidentiality requirements.
- Collaborated with wider teams to assess progress and achieve participation targets.
- Tabulated survey results using Microsoft Excel.
- Reported on enumeration activities to maintain progress records.

**2019- 02- 10 2019-14- 12.**

**Sales Executive. Premium Credits**

- Customer Engagement engage with potential customer to understand their needs and challenges demonstrating how our solutions can address their specific requirements.
- Technician expertise provide in-depth technical knowledge about our products and conduct product demonstration and technical presentation.
- Solution customisation working closely with clients to customize that fit their unique IT needs technical support and guidance throughout the sales process.
- Partnership development build and maintain strong relationships with key stakeholders.

**2019- 05- 08. 2019-02-09**

**Content Supervisor Kenya National Bureau of Statistics (KNBS)**

- I trained 10 enumerators on how to use the CAPI tablet in census data collection
- Mapped the census enumeration areas
- Supervised the 10 enumerators in 2019 census data collection
- Entry of the collected census data by enumerators into KNBS servers.
- Used analytics tools to track content performance and derive insights for improvement.

**Achievement**

- Successful Campaign Management.      Content Creation and Strategy
- Enhanced Media Relations                      Crisis Communication Handling

**Language** English. fluent.      French. intermediate      Swahili fluent

#### **Hobbies and interests**

- Acting drama                      Watching series and movies
- Writing poems.                      Participating in development community

#### **References**

**Mr. Reagan Odhiambo**

Director

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**MS. Racheal Simiyu**

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**ICT Supervisor**

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