

BEATRICE NJIIRI

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Dynamic and results-driven with experience in program management, research, and stakeholder engagement across international development, ESG, and sustainability sectors. Adept at conducting in-depth research, data analysis, and grant writing to support evidence-based decision-making and policy advocacy. Skilled in managing projects, coordinating partnerships, and driving impact-driven initiatives. Fluent in English and Swahili, with proficiency in French and basic knowledge of Chinese, bringing a global perspective to problem-solving and cross-cultural collaboration.

PROFESSIONAL EXPERIENCE

IMPACT HUB NAIROBI

Programs intern

November 2024- Present

- Conducted in-depth research, data collection, and qualitative and quantitative analysis to assess program effectiveness, identify trends, and provide data-driven recommendations.
- Provided strategic support in business development services, collaborating with Entrepreneur Support Organizations (ESOs) to enhance client capacity-building and market access.
- Assisted in developing competitive grant proposals, MOUs, TORs, EOIs, LOIs, and program frameworks by identifying opportunities and aligning proposals with donor priorities.
- Developing program reports, case studies, and communication materials.
- Managing administrative tasks, such as updating program databases and handling email correspondence.

NATIONAL MUSEUMS OF KENYA

Public relations intern

May 2023 – June 2023

- Coordinated and executed 4+ events in coordination with functional teams such as Operations, Communications, Finance, achieving an increase in event attendance and receiving positive feedback.
- Collaborating effectively with 8+ colleagues across departments, contributing to client development, including developing proposals and concept notes thus improved team productivity and enhanced client satisfaction.
- Managing relationships with stakeholders in marketing and merchandise strategies resulted in the successful launch of new merchandise, driving a 30% increase in sales, and expanding the brand's reach. Enhanced good stakeholder and relationship management abilities.
- Following up on service charter revision and financial reports, I ensured compliance, resulting in an improvement in service quality.

KENYA RED CROSS SOCIETY

Project intern

May 2022-July 2022

- Led 5+ community outreach programs, engaging 200+ individuals and reaching 70% of targeted communities, resulting in a 40% increase in awareness and advocacy for first aid and emergency preparedness.
- Conducted 3 months of educational sessions for diverse age groups, equipping participants aged 10+ to seniors with essential knowledge and skills, leading to a 50% improvement in their ability to respond to day-to-day events.
- Managed administrative tasks, including scheduling daily meetings, and mentoring youths, resulting in a 25% increase in community participation and project efficiency. Focused on team success with genuine motivation for colleagues' performance, growth and well-being.
- Provided ongoing administrative support to the project team, ensuring 100% compliance and adherence to project timelines.
- Oversaw day-to-day project execution and internal coordination efforts, resulting in a significant increase in team productivity and successful achievement of project milestones.

VOLUNTEER WORK

KENYA RED CROSS

Project Community Volunteer

August 2022-January 2025

- Educational Campaigns: Organized and facilitated educational sessions on first aid, health and hygiene practices, and disaster risk reduction, resulting in improved community response rates.
- Community Engagement: Actively engaged with local communities to raise awareness of health, disaster preparedness, and response initiatives, reaching over 200+ individuals.
- Administrative Support: Provided administrative support in organizing events, managing volunteer schedules, and maintaining accurate records of community outreach activities.

SWISS BEARS KINDERGARTEN

Volunteer assistant teacher

2021 September- 2021 November

- Assisted in instructing and supervising children in classroom and outdoor settings, effectively engaging with school children, resulting in an improvement in student participation and comprehension.
- Maintained a structured learning environment for 30+ children, fostering safety and inclusivity, and promoting respect and empathy, leading to a decrease in disciplinary incidents and increase in positive peer interactions.

EDUCATION

STRATHMORE UNIVERSITY|| B.A. INTERNATIONAL STUDIES 2020 –2024

GPA - Second class upper Division 2:1

Necessary coursework

Research analysis tools, data, and quantitative and qualitative research processes and methods.

Proficient in Microsoft Office suite: excel, word, PowerPoint.

Basic knowledge in Chinese, Mandarin

AWARDS: DEANS LIST

1. Certification of Excellence, Academic Year 2023-2024 (year 4)
2. Certification of Excellence, Academic Year 2022-2023 (year 3)

PROFESSIONAL CERTIFICATION

SIEMENS MOBILITY PROJECT MANAGER JOB SIMULATION ON FORAGE

March 2025

- Completed a job simulation involving comprehensive project management for Siemens Mobility, focusing on KPI development and dashboard management.
- Utilized Microsoft Excel and data visualization techniques to create and update project dashboards, effectively communicating complex project metrics and progress to stakeholders.

CARBON AND ESG ANALYST CERTIFICATION - UNIVERSITY OF CAMBRIDGE

Nov 2024-Jan 2025

- Gained expertise in ESG reporting, carbon accounting, and sustainability frameworks
- Learned key standards, including TCFD, GHG Protocol, SASB, IFRS (ISSB), and EU Taxonomy.

DELFI CERTIFICATE -ALLIANCE FRANÇAISE DU NAIROBI

- DELFI Certificate, Advanced French language

SKILLS

LANGUAGES: English(native), Swahili(native), French(intermediate), Chinese (basic knowledge).

CARBON & ESG ANALYSIS: ESG reporting, carbon accounting, sustainability frameworks and Sustainable Finance. Key standards, including TCFD, GHG Protocol, SASB, IFRS (ISSB), SBTi.

RESEARCH AND ANALYTICAL SKILLS: Ability to review and synthesize industry reports, funding opportunities, and stakeholder insights to support business development and knowledge management.

PROJECT MANAGEMENT: Coordinating project activities, tracking deliverables, and supporting stakeholder engagement to ensure timely and effective execution.

MICROSOFT OFFICE SUITE: Excel, PowerPoint, Word, Outlook

AFFILIATIONS

BLACK PROFESSIONALS IN INTERNATIONAL AFFAIRS (BPIA)

Student Member

2023- Present

- Engaged in networking and discussions on international affairs, with a focus on Black professionals' contributions to global governance and development.
- Participated in workshops on diversity, inclusion, and international policy, gaining insights into effective policy advocacy for marginalized communities.
- Collaborated with peers on developing strategies for improving African representation in global institutions.

CERTIFICATIONS

1. CARBON and ESG Analyst (University of Cambridge, ft. Localized and MasterCard)
2. DELFI Certificate, Alliance Française (Proficiency in French)
3. Occupational First Aid Training Certificate at Kenya Red Cross,
4. Bleeding Control Basic v1.0 Course at American College of Surgeons