

DEBORAH MWANIKI MUCHILWA

P.O Box 1341-50100, Kakamega, Kenya.

Mobile : +254733634450 or +254726067030

Email: dmuchilwa@mmust.ac.ke; muchilwadebby@gmail.com

Personal Profile

A skilled and qualified Business Management professional, progressive individual, undertaking a Doctor of Philosophy in Business Administration-Strategic Management Option (On-going) and 12 years' career experience as a lecturer in Business Management across a variety of processes with dynamic populations. A proven ability to develop and implement business process and systems; improve existing procedures for finances and general operations in various corporations in and outside the country. During lecturing I am able and ready to translate the same to students to facilitate their ambitious plans. My goal is to become a valuable asset by providing efficient business management competencies and expertise contributing to growth and value to both students and the community.


Personal Information

- Date of Birth: 6th March, 1977.

Education and Professional Qualification

- Ongoing, Doctor of Philosophy in Business Administration-Strategic Management option, Jomo Kenyatta University of Agriculture and Technology, September 2014 to Date.
- Master in Business Administration-General Business Studies Option, Hope International University, California, U.S.A., 2002-2005.
- Bachelor of Commerce- Upper Second, Banking and Finance option, Kenyatta University, 1996-1999.
- Higher Diploma in the Institute for the Management of Information Systems (IMIS), Strathmore University, 1995-1996.
- Kenya Certificate of Secondary Education, (KCSE), Grade A-(Minus), Bishop Gatimu Ngandu Girls High School, 1991-1994.

Key Professional Skills

- Experienced lecturer, trainer, coach, mentor, and supervisor for large group of students as well as professionals and individuals in Business Management.
 - Experienced in providing key insightful strategic leadership to management of departmental operations.
 - Ability to define the business model for success in non-profits, start-ups and the advancing small business.
 - Experienced in training and facilitating team empowerment and one on one strategy sessions to organize, measure, document and refine goals.
 - Good interpersonal, organizational and written / verbal communication skills, including in cross-cultural settings.
- 

- Ability to assist in planning, developing, and supervising business strategic programs.

PROFESSIONAL EXPERIENCE

**Lecturer-Department of Business Administration and Management Science (BAMS);
School of Business and Economics;
Masinde Muliro University of Science and Technology, June 2015 to Date;**

Duties & Responsibilities:

- Teaching the following Units.
 - International Business Management,
 - Office Management,
 - Principles of Management, Management Practice, Contemporary issues in Management
 - Organizational Behavior, Organizational Theory,
 - Strategic Management, Contemporary issues in Strategic Management
 - Public Sector Management

**Assistant Lecturer-Business Management Department,
Faculty of Education and Social Sciences, Masinde Muliro University of Science and
Technology (MMUST), Main Campus, Kakamega, Kenya. February 2010-June 2015;**

Duties & Responsibilities:

- Established daily learning goals and developed course outlines based around them.
- Set exams, invigilated and marked the scripts
- Mentored students based on their academic strengths and weaknesses of the student
- Evaluated student progress and supported recommendation for further student development in conjunction with maintaining student records, grades, and other required records
- Lectured students while utilized various teaching methods to facilitate all styles of learners.
- Developed online learning sites and sources to supplement class content for the ODEL students
- Conducted professional development offerings and content
- Conducted corporate internship assessments

Part time lecturer;

Kibabii University (KIBU) March 2012-May 2013;

Duties & Responsibilities:

- Established daily learning goals and developed course outlines based around them.
- Set exams, invigilated and marked the scripts
- Mentored students based on their academic strengths and weaknesses of the student
- Evaluated student progress and supported recommendation for further student development in conjunction with maintaining student records, grades, and other



- required records
- Conducted corporate internship assessments

Part time lecturer;

Business Management Department,

Faculty of Education and Social Sciences, Masinde Muliro University of Science and Technology (MMUST), Main Campus, Kakamega, Kenya. September 2009-February 2010;

Duties & Responsibilities:

- Created, planned, and presented programs for students' personal and professional advancement, including time management and business etiquette.
- Developed partnerships with local businesses to provide mentoring, job shadowing and employment opportunities for students.

Part time Lecturer;

Department of Marketing and Management, The Catholic University of Eastern

Africa, AMECEA Pastoral Institute, Gaba Campus Eldoret. August, 2009 to May, 2011;

Duties & Responsibilities:

- Integrated a variety of teaching strategies to improve academic progress in the area of business, technology and finance.

Other Roles Held:

- Lecturer at The Catholic University of Eastern Africa, AMECEA Pastoral Institute, Gaba Campus Eldoret, Kenya, Church Management and Administration Workshop, 3rd- 30th October 2009.
- Teaching Practice Assessor, Kampala International University, Nairobi, Kenya, June-July 2009.
- Contract Analyst, Toyota Financial Services, Agoura Hills, California, U.S.A, May 2006 to August 2007.
- Credit Investigator, Toyota Financial Services, Agoura Hills, California, U.S.A, May 2005 to April 2006.
- Suspense Coordinator, Countrywide Home Loans, West Hills, California, U.S.A, March 2004 to March 2005.
- Junior Suspense Coordinator (Contractor) Countrywide Home Loans, West Hills, California, U.S.A, November 2003 to March 2004.
- Consumer Interviews (Outbound). The Gallup Organization, Irvine, California, U.S.A, April 2002 to September 2002.
- Clearing and Processing Assistant, Citibank, N.A., Upper Hill, Nairobi, Kenya, February 2000 to February 2002.
- Executive Assistant, Zadock Furniture Systems, Industrial Area, Nairobi, Kenya, November 1999 to February 2000.
- Accounts Clerk, Marshalls (E.A) Limited, Nairobi, Kenya, April to October 1997, January to October 1996.

Professional Training and Certification:

- University Multiplication Training Workshop on Curriculum Development and Review for Public Universities in Kenya: Implementation and Accreditation held at Masinde Muliro University of Science and Technology (MMUST) from 23rd to 24th January, 2014.
- Training workshop on Koha Library Management System held between 22nd January to 11th February, 2013 at Masinde Muliro University of Science and Technology (MMUST).

Publications Done:

- Fredrick Oruko Otieno, et. al. "Effect of Social Distancing Measures on the Financial Risk Management of Public Universities in Kenya." IOSR Journal of Economics and Finance (IOSRJEF), 12(4), 2021, pp. 33-41
- Luchivisi, P. A., Egessa, R., & Muchilwa, D. (2020). Non-monetary rewards and organizational performance of Kakamega County, Kenya. The Strategic Journal of Business & Change Management, 8 (1),170 – 182.
- European Journal of Business and Management ISSN 2222-1905 (Paper) ISSN 2222-2839 (Online) Vol.6, No.4, 2014, *Attaining Market Competitiveness through the Judo Strategy: The Success Case of the Easy Coach Company in Kenya*; Okoth-Odollo, L., Muchilwa, D., Masinde Muliro University of Science and Technology and Thuo, J. K. School of Business, Greta University
- Global Advanced Research Journal of Educational Research and Review, (ISSN: 2315-5132) October 2013, 2(10): pp. 190-195, Vol. 2(10) pp. *Assessment of the impact of occupational health and safety programmes on employee productivity of manufacturing firms in western province, Kenya*. Makori EM, Thuo JK, Kiongera FN, Muchilwa DM, Masinde Muliro University of Science and Technology.
- Master of Business Administration thesis entitled "A Business Proposal for a Privately Owned Home Day Care" (Unpublished)

Conference Presentation:

- **"Attaining Market Competitiveness through the Judo Strategy: The Success Case of the Easy Coach Company in Kenya"** A paper presented at the 4th African International Business and Management (AIBUMA) Conference 2013 on "Business & Management Outlook: Optimism or Pessimism?" on the 11th to 12th July ,2013 in Nairobi, Kenya at the University of Nairobi.
- **"The Link between Judo Strategy and its Perceived Optimistic Impact on Business and Management: An Exploratory Empirical Study in Kenya"** a paper presented at the 2nd International Interdisciplinary Annual Conference at The Catholic University of Eastern Africa (CUEA) held on 25th to 29th June, 2013.

Conferences Attended:

- 14th Multi-Disciplinary International Virtual Conference 2021 at Masinde Muliro University of Science and Technology (MMUST), 19th -21st May, 2021.



- 13th Multi-Disciplinary International Conference 2021 at Masinde Muliro University of Science and Technology (MMUST), 19th -21st May, 2019.
- 3rd Biennial Conference of the Africa Academy of Management (AFAM) in Nairobi, Kenya, January 5th - January 10th, 2016.

Administrative Positions Held:

- Subject Head Business Administration/International Business, Management in the Business Administration and Management Science (BAMS) Department, 2010 to 2014.
- Member of Nairobi and Mombasa Campuses Task force on behalf of Masinde Muliro University of Science and Technology (MMUST), April 2014.
- Member of the Western Graduate School of Business and Leadership Task force on behalf of the School of Business and Economics (SOBE), September 2014.
- Appointed as Departmental Coordinator OPEN distance and E-learning (ODEL) for the Business Administration and Management Science (BAMS) Department, March 2016 to February, 2019
- Appointed as a Departmental Coordinator Bungoma Campus for the Business Administration and Management Science (BAMS) Department, February, 2019 to September, 2019.
- Appointed as a S.O.B.E. Coordinator Bungoma Campus for the School of Business and Economics, September, 2019 to date.

Participation:

- Conducting trainings for organizations, Kenya Institute of Management (KIM-Kakamega Branch), Safaricom – Western region and Royal Garden Hospital, Kakamega
- PTA Treasurer Form 3-4 East, Booker Academy- Secondary section (2016-2017)
- Organizing, Participating and Attending trainings, workshops, conferences and competition- for students and/or self (1ST MMUST Management Conference, 2010 and 9th and 10th SIFE Kenya National Business and Entrepreneurship Competitions 2011 and 2012).

Membership:

- Member of the Africa Academy of Management, 2016 to date.
- Kenya Institute of Management (KIM), Full Member No. 44470, 2016 to date.
- Associate Member of the Kenya Institute of Management (KIM), Member No. 44470, 2013 to 2015.

REFEREES

Please feel free to contact the under mentioned with regard to my competence, work ethic and performance.

1. Prof. John Kuria Thuo,

Deputy Vice Chancellor, Administration and Finance (DVC A&F)
Masinde Muliro University of Science and Technology (MMUST),



P. O. Box 190-50100, Kakamega.

Cellphone:

Email: dvc-af@mmust.ac.ke

jkuriathuo@gmail.com

2. **Prof. Patrick Ojera,**

Associate Professor,

Bomet University College,

P.O. Box 701-20400, Bomet.

Cellphone;

Email: pojera@buc.ac.ke

3. **Dr. Evans Silver Kwendo,**

Chairman Business Administration and Management Science Department (BAMS),

School of Business and Economics (SOBE),

Masinde Muliro University of Science and Technology (MMUST),

P. O. Box 190-50100, Kakamega.

Cellphone:

Email: ekwendo@mmust.ac.ke

