

RESUME

Photo

1. Name:

Immaculate
(FirstName)

-
(MiddleName)

Kebirungi
(Last Name)

2. Title

Ms

3. Job Position

Secretary

4. Education (Start with the most recent)

Institution	Award	Date
Kyambogo University 2009	B. Administrative & Secretarial	
Nyamitanga Secretarial College	UNEB Cert. in Business studies	2006
U C C Kabale	UNEB Cert. in Business studies	2005
Kibubura G S. Sch	UACE	1992
St Cecilia G S. Sch	UCE	1988

5. Working Experience (Start with current job and institution)

Institution	Date	Post
The Inter-University Council for East Africa	Feb. 2011-Date	Secretary
Busitema University	2009-2011 Secretary to University	Senior Personal
Maryhill High School	2002-2006	Secretary
St Peter's Sec School	1997-2002 Head teacher	Secretary to

6. Professional Development

Courses/Training	Date
. Certificate in Public Administration and Management	2010
PROFESSIONAL BODY	
. Member of National Association of Secretaries and Administrative Professionals	