

MICHELLE NJOKI NYAGA

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EDUCATION

COLUMBIA UNIVERSITY, School of International and Public Affairs New York, NY
Master of International Affairs, Economic and Political Development May 2019
Research Assistant (2018), Institute of African Studies
General Assistant (2017 – 2018), Butler Library

UNITED STATES INTERNATIONAL UNIVERSITY - AFRICA, Chandaria Business School Nairobi, Kenya
Bachelor of Science, International Business Administration August 2013
Magna CumLaude Honors

UNIVERSITY OF NAIROBI, Chinese Confucius Institute Nairobi, Kenya
Coursework, Chinese Language and Culture December 2009
Recipient of the Chinese-Kenya Bridge Exchange Program Scholarship

EXPERIENCE

NAIROBI COUNTY GOVERNMENT Nairobi, Kenya
Public Service Administrator January 2016 - May 2017

- Provided assistance and support to the chief of staff in problem solving, project planning and management, and development and execution of stated goals and objectives
- Served on a team that implemented a policy design and audit process of 50,000 buildings to regularize all residential Nairobi City buildings
- Provided administrative support to an initiative that put up 170 classrooms across Nairobi City primary schools, 20 of which are in Kibera, Africa's largest urban slum

RTI INTERNATIONAL Nairobi, Kenya
Administrative Assistant March 2015 - October 2015

- Contributed to program implementation of the 'Tusome' (Let's Read) Early Grade Reading Activity that drastically improved primary literacy outcomes for approximately 7 million Kenyan children in grades 1 – 3
- Assisted in the coordination and training of 60,000 teachers across Kenya in public primary schools that enhanced teacher capacity for effective curriculum and classroom instruction delivery
- Served on a team that administered classroom observation, monitored and analyzed classroom data which enabled us to evaluate the quality of program implementation and student learning

CASSIA AFRICA LTD Nairobi, Kenya
Administrative Assistant July 2014 - February 2015

- Implemented a micro credit program that facilitated non-collateral loans to 100 small sized businesses in Nairobi's peri-urban settlement areas supporting entrepreneurship and alleviating poverty
- Achieved 20% cost savings over a one-year process of improving collection efficiency
- Maintained workflow by studying methods; implementing cost reductions; and developing reporting procedures

U.S. COMMERCIAL SERVICE Nairobi, Kenya
Commercial Assistant October 2012 - March 2014

- Researched on Kenyan business market conditions and provided assistance to businesses exporting U.S. made products and services to Kenya and the larger East African region
- Analyzed investment opportunities in a number of industry sectors for potential U.S. exporters and recommended investment strategies in the Kenyan market

ADDITIONAL INFORMATION

- Fluent in English and Swahili, basic knowledge of Chinese
- Proficient in Excel and STATA
- Extensive travel in Kenya, China, India, Nepal and the U.S. **Work Eligibility – East Africa & U.S (Under Sponsorship)**