

CURRICULUM VITAE

Name : Bitok Jane Jebet

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CAREER OBJECTIVES

- Proposal Writing and teaching
- Theses Supervision
- Lecturing/ Tutoring
- Consultancy Services/ Contract Services
- Catering administration
- Guiding and Counseling in the society
- Relief Coordinator

PROFESSIONAL QUALIFICATIONS

JANUARY 2015- JULY 2019:

Doctor of philosophy-Ph.D (Hospitality and Tourism Management)

THESIS: Contribution of Educational Tourists' Consumer Behaviour on Sustainable Tourism Development Within Selected Universities in Nairobi Metropolis, Kenya

SEPTEMBER, 2003-SEPTEMBER, 2006:

KENYATTA UNIVERSITY (2 YEARS) Master of Science (hospitality and Tourism Management)

THESIS: Assessment of Domestic Tourism Among the Residents of Nairobi, Kenya

SUBJECTS

- ❖ Thesis and Proposal Writing
- ❖ Research Methods
- ❖ Statistics
- ❖ Environment and Climate Change
- ❖ Culture and Heritage Tourism
- ❖ Trends and Contemporary Issues of the Tourism Industry
- ❖ Management of Leisure and Recreational Activities.
- ❖ Tourism Destination Management
- ❖ Travel and Tourism Techniques
- ❖ Program Design, Monitoring & Evaluation
- ❖ Seminars
- ❖ Human Resource Management & Public Relations
- ❖ Financial Management Costing & Control
- ❖ Food Safety and (Quality Assurance)
- ❖ Legal Liability and Recreation Programs
- ❖ Management Accounting
- ❖ Advanced Food Service Systems Management

SEPTEMBER, 1995-NOVEMBER, 1998 KENYA POLYTECHNIC (3 1/2) YEARS)

Higher Notional Diploma in Catering Hospitality and Accommodation Management

SUBJECTS

Trade project: **State of Street Children:**

A case study in Nairobi South B and Mukuru

Slum areas

- ❖ Tourism Management
- ❖ Communication, Sociology and Psychology
- ❖ Nutrition and Diet Therapy
- ❖ Microbiology and Public Health
- ❖ Personnel practices and Procedures
- ❖ Management Techniques and Manpower Studies
- ❖ Financial Management, Costing and Control and Purchasing
- ❖ Business Affairs
- ❖ Professional Paper
- ❖ Industrial Attachment
- ❖ Food Beverage Production and Service Management Theory and Practical
- ❖ Accommodation Management Theory and Practical

ACADEMIC QUALIFICATIONS

- 1987-1988** Kapsabet Girls High School
Kenya Advanced Certificate of Education
(KACE) (2Principals)
- 1986** Ndalat Secondary School
(St. Theresa's of Avila)
Kenya Certificate of Education (KCE)
(28 Points)
- 1977-1980** Holy Rosary Primary School
Certificate of Primary Education (CPE)
(24 Points)

VOLUNTEER SERVICES UNDERTAKEN:

**ORGANIZATIONS OF VOLUNTEER SERVICES
UNDERTAKEN**

Amka-Space for Women's Creativity

Period

Loreto Mary Ward Centre

Period

**Nyumba ya wazee, Thika Road/Ruaraka,
Nairobi**

National Aids Control Council (NACC)

Senator One Services (HIV/AIDS)

DESIGNATION

TASKS, DUTIES AND RESPONSIBILITIES

- ❖ Research on Socio-economic outlook of East and Central Africa
- ❖ Team Leader (Leading a team of enumerators in poverty research program in the sprawling Mukuru Slums.

Nov. 1999-Jan. 2000

- ❖ Volunteer Missionary Activities, Catering and Housekeeping.

2000-2001

- ❖ Counselling and supporting the aged

- ❖ Feeding people living with HIV/AIDS
- ❖ Guidance and Counselling
- ❖ Training Community Health Workers within the Slum areas of Nairobi.

SEMINARS AND WORKSHOPS

Kenyatta University

**School of Hospitality, Tourism and Leisure
Studies**

Period

- ❖ Workshop on Research Publication and Grant Writing

9th October, 2019

Kenyatta University

Graduate School

Period

- ❖ The 38th Kenyatta University Post Graduate seminar

12th July, 2019

Kenyatta University

**School of Hospitality, Tourism and Leisure
Studies**

Period

- ❖ Workshop on Post Graduate Studies Guidelines Development

14th March, 2019

Mount Kenya University, Thika

Period

- ❖ IFITTalk@Nairobi 2018 on GIS applications in Tourism

8th November, 2018

Kenyatta University

Department of Hospitality and Tourism

Period

- ❖ Seminar on Entrepreneurship and Sustainable Tourism Development in Kenya

16th March, 2016

Kenyatta University

Department of Hospitality and Tourism

Period

- ❖ Sustainable Hospitality and Tourism Development in Kenya

3rd March, 2016

Kenyatta University

Department of Hospitality and Tourism

Period

- ❖ Sustainable Hospitality and Tourism Development in Kenya

27th February, 2015

**University of Eldoret, Kenya and Anambra
state University, Nigeria**

- ❖ First International Interdisciplinary Conference

- ❖ Knowledge and Technological Innovation for Global Competitiveness

Period

3rd to 5th September, 2013

Amka/Abantu Organization, Kenya

- ❖ Readings (every end month) British Council Auditorium organized by AMKA
- Gender and poverty Workshop

Period

1999, 2000

Silver Springs Hotel, Kenya

- ❖ Women Political Caucus Seminar

NGO Council, Abantu

INTERNSHIPS AND INDUSTRIAL ATTACHMENTS

Internship: Kenya Meteorological Research Institute (KMRI)

Designation Catering and House Keeping

Period (Aug. 1996 - Dec.1996) 5 months

Internship: Windsor Golf and Country Club Resort

Designation Catering and House Keeping

Period (March - April, 1998) 2 months

Internship: 680 Hotel

Designation Catering, House Keeping and StoreKeeping

Period (Jan.-March, 1999) 3 months

WORKING EXPERINCE AND CAREER PROGRESSION

INSTITUTION

DESIGNATION

TASKS, DUTIES AND RESPONSIBILITIES

Kenyatta University:

Lecturer

Department of Hospitality and

- ❖ Travel and Tour Operations

Tourism Management

- ❖ Culture and Heritage
- ❖ Events Management
- ❖ Tourism Destination Management
- ❖ Food and Beverage Service
- ❖ Supervision of Thesis Writing
- ❖ Teaching and Supervision of Project Writing

<p>Period</p> <p>Jommo Kenyatta University of Agriculture Technology (JKUAT)</p>	<ul style="list-style-type: none"> ❖ Tourism and the Environment ❖ Principles of Hospitality and Tourism Management ❖ Meetings, Incentives, Conventions and Exhibitions ❖ Hospitality and Tourism Facilities Management ❖ Travel Techniques ❖ October 2014 <p>Part- Time Lecturer</p> <ul style="list-style-type: none"> ❖ Housekeeping Theory and Practice ❖ Events Management
<p>Period</p> <p>University of Eldoret</p>	<p>2016-2017</p> <p>Part-Time Lecturer</p> <ul style="list-style-type: none"> ❖ External Environment of Tourism ❖ Internal Environment of Tourism ❖ Environmental Management and Co-ordination Act ❖ Culture and Heritage of East Africa ❖ Travel Management
<p>Period</p> <p>Mount Kenya University (MKU)</p>	<p>2012-2014</p> <p>Part- Time Lecturer</p> <ul style="list-style-type: none"> ❖ Quantity Food Production – Large scale ❖ Food and Beverage Merchandising
<p>Period</p> <p>Moi university Nairobi Satellite Campus</p>	<p>May 2011- September, 2011</p> <ul style="list-style-type: none"> ❖ Principles and Practices of Management (BHM: Bachelor of Hospitality Management) ❖ Introduction to Hospitality Operations and Management (BTM: Bachelor of Tourism Management) ❖ Business Communication (BHM: Bachelor of Hospitality Management) ❖ Front Office ❖ Human Resource Management (HRM)

	<ul style="list-style-type: none"> ❖ Housekeeping ❖ Communication ❖ Sociology in Tourism
Period	2011- 2017
Kenya Institute of Highways and Building Technology (KIHBT)	Part- Time Lecturer
	<ul style="list-style-type: none"> ❖ Communication ❖ Social Studies ❖ House Keeping ❖ Principles of Management
Period	2003-2007
Nairobi Technical Training Institute	Part-time instructor
	<ul style="list-style-type: none"> ❖ Financial Management ❖ Book Keeping ❖ Purchasing and Marketing ❖ Catering ❖ House Keeping
St Therasas of Avila, Ndalat Secondary School	Untrained Teacher
	CRE, English and History
Period	1990 - June 1993 (3 ½)
Nopel Insurance Agencies – Eldoret	Clerk/Secretary
Period	July, 1993 -December 1994 (6 months)
Mumias Sugar Company	Clerical Officer
Period	April – August 1995 (5 months)
Enza Services	Promotion of displayed and shelved items (Valon Skin productss)
Period	August- Oct. 2001
Target Promotions	Promotion of displayed and shelved famila Uji
Period	November 2001 - January 2002 (3 months)

LEISURE ACTIVITIES OR HOBBIES

- ❖ Reading and organizing information material
- ❖ Singing
- ❖ Athletics
- ❖ Watching Movies

Referees

Professor Onywere Simon Mang'erere

Director, Capacity Development and Consultancy Services

Kenyatta University

NAIROBI.

Professor Boit Michael

Director IAAF Academy

Kenyatta University

NAIROBI.