IVY KINYANJUI

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EDUCATION

Bachelor of Arts (Honours) Postgraduate Degree in Economics
Rhodes University | 2019

Bachelor of Arts Degree in Economics and Organisational Psychology
Rhodes University | 2018

SKILLS

- Procurement Procedures
- Tender Evaluation
- Project Management
- Financial Management
- Business AI
- Process Automation
- Budget Preparation
- Supply Logistics
- Inventory Control
- Content Creation
- Customer Service
- Lead Generation
- Economic Research
- Statistical Analysis
- Strategic Planning
- Feasibility Studies
- Expense Reporting
- Event Coordination
- Record Management
- Vendor Relations
- Case Management
- Digital Marketing
- Fleet Management
- Market Surveying
- Baseline Evaluation
- Calendar Management

EXECUTIVE PROFILE

Accomplished Executive Operations Specialist with over five years of experience directing administrative governance, public procurement, and cross-functional projects across public and non-profit sectors. Specialises in building scalable administrative architectures, leveraging Business AI for process optimisation, streamlining supply chain workflows, and delivering compliant operational frameworks within fast-paced environments. Orchestrated public tender evaluations and departmental restructuring programmes, achieving a 100% regulatory compliance record while optimising operating budgets across key administrative divisions. Seeking to apply expertise in operational administration, Business AI integration, and supply chain governance to a Senior Operations Manager role requiring proven success in cross-functional project execution.

WORK EXPERIENCE

Administrative Coordinator | The Idea Brokerage | Remote | August 2023 – Present

Key Responsibilities:

- Executed executive calendar and travel coordination across three time zones, reducing scheduling conflicts by 37% through digital calendar management systems.
- Managed multi-channel content rollout across four digital platforms, expanding social brand engagement by 26%.
- Directed asynchronous remote workflows using Slack and Trello, maintaining a 98% on-time project completion rate across distributed virtual teams.
- Compiled comprehensive expense reports and financial audit trails, ensuring 100% policy adherence for executive expenditure.
- Formulated strategic research briefs and executive presentations to facilitate high-level decision-making for founding leadership.
- Resolved 150+ operational inquiries and client escalations annually, improving stakeholder response times by 4%.

Supply Chain Management Officer II | Nakuru County Government | Nakuru, Kenya | March 2022 – May 2026

Key Responsibilities:

- Governed procurement operations as Acting Head of the Youth Department, supervising 12 interns and attachés to maintain seamless departmental workflow.
- Administered Open National Tenders and quotation evaluations via the Integrated Financial Management Information System (IFMIS), processing over $500,000 in public procurement contracts.
- Conducted extensive market surveys and price benchmarking, generating an estimated 15% cost savings on standard supply acquisitions.
- Coordinated fleet logistics and distribution management systems across multiple municipal centres to optimise resource deployment.
- Facilitated remote procurement committee evaluations using secure document portals, maintaining continuous operational transparency across virtual working groups.

Scrum Master & Project Administrator | Lido Nation | Remote | April 2024 – June 2025

Key Responsibilities:

- Standardised Agile workflows across 4 cross-functional teams, facilitating core ceremonies to align daily execution with Cardano project roadmaps.

- Resolved operational bottlenecks across 12 two-week Sprints by auditing Jira boards daily, resulting in the seamless deployment of key smart contract deliverables.
- Coordinated a distributed team of 8 software engineers and Product Owners through Slack, Zoom, and Jira to maintain seamless communication, enforce task ownership, and execute Cardano blockchain releases remotely.
- Transformed retrospective feedback into actionable process improvements by establishing transparent follow-up tracking systems, enhancing overall team collaboration and sprint consistency.
- Mitigated delivery risks by identifying blocked tasks on Jira Scrum boards early and escalating technical dependencies directly to stakeholders for rapid resolution.

Other Experiences

- **Projects Management Officer** | Agatha Amani House | Naivasha, Kenya | February 2021 – December 2021
- **Human Resource & Administrative Assistant | Chui Ltd.** | Kenya | October 2019 – March 2020
- **Executive Assistant** | KSPCA | Naivasha, Kenya | July 2019 – December 2020
- **Tutor – Psychology & Economics** | Rhodes University | Makhanda, South Africa | January 2017 – November 2018
- **Business Planning, Feasibility & Project Management Sector Intern** | Unison Impact Ventures | South Africa | March 2019 – April 2019
- **Data Officer, Finance & Office Management Intern** | Squid Kenya Limited | Kenya | January 2015, 2016 & 2017

Certifications

- **Supply Chain Management Practicing Licence** | Kenya Institute of Supply Chain Management | 2023
- **Project Management Certification |** Project Management and Monitoring & Evaluation | 2020
- **Certified SCRUM Master Certification** | Simplilearn | 2025
- **Cardano Blockchain Certified Associate (CBCA) certificate** | Cardano Academy | 2025
- **Administrative Professional Foundations** | LinkedIn Learning | 2023
- **AI for Business Professionals**| HP LIFE | 2026
- **Social Media Marketing Certificate** | HubSpot | 2026
- **Executive Assistant Skills** | Alison | 2023
- **Cold Calling Mastery** | LinkedIn Learning | 2023
- **Google Calendar Essential Training** | LinkedIn Learning | 2023
- **Certificate of Merit in National Senior Certificate** | Rosebank Progress College | 2014

Professional Memberships

- **Member** | Kenya Institute of Supply Chain Management
- **Member** | Scrum Alliance
- **Member** | Golden Key International Honour Society

Tools

Government IFMIS, Salesforce CRM, VICIdial, Calendly, Doodle, Trello, Airtable, Slack, Jira, Canva, Canva Magic Studio, Statistica Analysis Program, Apex IT System, Microsoft Office Suite, Microsoft 365 Copilot, Google Workspace, ChatGPT, DALL-E, ReCraft AI, Midjourney.

Languages

- English – Proficient
- Swahili – Native
- French – Elementary Proficiency

Referees

Available Upon Request