



Atuhaire Mackline

E-mail: matuhaire@kab.ac.ug

ADMINISTRATIVE ASSISTANT

Provide top-notch support to VPs

- Administrative: Handle all administrative matters including composing documents, Arranging for meetings, organizing offices for efficiency among others.
- Communication: interact professionally with all levels of staff and maintain the highest Level of confidentiality
- Computer: Expert user of Microsoft Word Offices

COMPUTER SKILLS

Microsoft programs: Word, Excel, Power Point

EXPERIENCE

KABALE UNIVERSITY

Assistant Administrative Officer, September 2014 to present

**SISTERS OF OUR LADY OF GOOD COUNSEL – MBARARA
ORPHANS PROJECT**

Project Secretary, September 2005 to August 2014

IBANDA PARISH

Parish Secretary, August 2004 - September 2005

EDUCATION

Diploma in Secretarial Studies – Bishop Stuart University

Degree in Office Management and Secretarial Studies – Bishop Stuart University

Masters in Human Resource Management – Kabale University

CERTIFICATES

Certificate in Administrative Law – Law Development Centre – Kampala

Certificate in Public Administration and Management – Makerere University

INTERESTS

Reading Novels

Listening to Gospel Music

