

# Curriculum Vitae

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## Personal details

Name: Kevin Munene  
Date of Birth: 13th May 1983  
Nationality: Kenyan  
Languages: English, Kiswahili  
Address: P.O. Box 17531 - 00100 G.P.O. Nairobi  
Cell phone: 0708 515 329  
Email: kmunene9@gmail.com

## Career Aspirations

- To work in a challenging and rewarding environment where I can utilize and improve my skills and also to develop my professional expertise and be a dynamic Graphic Designer making a difference by working with maximum creativity and innovation; the basic and important tools of a designer.

## Personal Attributes

- Hardworking
- High level of integrity
- Ability to work with little or no supervision
- Ability to learn and apply new skills to changing situations
- High level of communication, negotiation and written skills
- Leadership skills (once a rugby school captain)

## EDUCATIONAL BACKGROUND

### *Primary Level*

School: Nairobi Primary School  
Years: 1989 - 1997  
Passed  
Certificate attained: Kenya Certificate of Primary Education (K.C.P.E)

### *Secondary level*

School: Dagoretti High School  
Years: 1998 - 2001  
Passed  
Certificate attained: Kenya Certificate of Secondary Education (K.C.S.E)

## COURSES

Institute: Buruburu Institute of Fine Arts  
Year: June 2002 – June 2005  
Passed  
Certificate attained: Diploma in fine arts  
Units covered: Fine Arts, Graphics Design, Multimedia, Painting, Drawing

## SALES AND MARKETING

Institute: Regional Institute of Business Studies  
Year: 2002 – 2003  
Passed:  
Units Covered:

- Sales and Marketing, Quantitative methods, Research methods, Sales and sales management, Principles and practices of selling, Research methods

## **COMPUTER ICDL 1 & ICDL 2**

Institute of Advanced Technology (IAT)

Years: 2002

Passed

Units Covered:

- Microsoft Excel 2000, Microsoft Word 2000, Microsoft Power Point, Basic Concepts of information technology, Use pc and managing files, Information and communication, Microsoft Access 2000

## **COMPUTER KNOWLEDGE SKILLS**

Proficient in graphic packages i.e. Adobe Creative Suite (Photoshop, Illustrator And In-design), Corel draw and the general application packages i.e. Microsoft Office.

Over the past six years, I have become highly proficient in Adobe CS Suite on both Mac OSX and Windows XP. I am able to work under pressure to tight deadlines and ensure the work is produced at the highest level. In particular, I have extensive experience designing magazine pages (layout), advertisements, logos, business cards, brochures and flyers, books, Packaging Labels and Packets, promotional items.

## **WORKING EXPERIENCE**

– **Company: Mugumo Communications Limited**

Year: Jan 2015 – To date

Duties/work:

1. Designing of artworks through development of concepts from client's briefs to a final artwork.
3. Work on multiple tasks at the same time using a wide range of medias, including photography and computer aided design.
4. Awareness of printing techniques, types of paper or canvas (size, weight) and display options cutting and finalizing prints for display.
5. Produce visual solutions to the communication needs using a mix of creative skills and commercial awareness.
6. Keeps abreast of current trends in same field by conducting the necessary researches.
7. Coordinates production activities with printers.

## **UNDERTAKEN DESIGN PROJECTS**

1. Design of posters, fliers, brochures, promotional materials.
2. Design of Billboards, Signage, vehicle branding i.e Smirnoff ginseng billboards and vehicles, Tusker vehicle branding, Shark Energy drink - t-shirts, caps, light box, 6 pack packaging design
3. Design and layout of sportpesa harlequins rugby grounds

## **ACHIEVEMENTS:**

1. Awareness of current fashions in the visual arts, working knowledge of the latest computer softwares and an understanding of material costs and time limits, all of which can impact on the design.
2. Creativity in professional designs and layouts for promotional materials, handouts, advertisements, posters, books, magazines, signs, logos, and other visual layouts.
3. Preparing new and unique illustrations, innovative layouts, prints and rough sketches for presentations and organization brochures and designs graphics in line with branding guidelines.
4. Knowledge of photography and photo editing, producing accurate and high quality work.
5. Knowledge and procedures used to produce quality large format prints.

– **Company: Design One (K) Ltd.**

Year: July 2013 – Dec 2014

Duties/work:

1. Design different types of layouts and illustrations, typography according to brand guidelines.
2. Designing of artworks through development of concepts from client's briefs to a final artwork.
3. Work on multiple tasks at the same time using a wide range of medias, including photography and computer aided design.
4. Awareness of printing techniques, types of paper or canvas (size, weight) and display options cutting and finalizing prints for display.
5. Produce visual solutions to the communication needs using a mix of creative skills and commercial awareness.
6. Keeps abreast of current trends in same field by conducting the necessary researches.

7. Coordinates production activities with printers, service agencies, advertisers, and vendors and review quality of final product before release.

### **UNDERTAKEN DESIGN PROJECTS**

1. Design of Rusinga Schools Magazine, Pamoja Initiative (Road safety booklets, brochures and promotional materials), Machakos County (calendars, posters, diaries, promotional materials).
2. Design of Packaging Labels ( Kisoro Potato Packaging Ltd., Pynol Disinfectant
3. Design and layout of cheque books National bank of South Sudan.

### **ACHIEVEMENTS:**

1. Awareness of current fashions in the visual arts, working knowledge of the latest computer softwares and an understanding of material costs and time limits, all of which can impact on the design.
2. Creativity in professional designs and layouts for promotional materials, handouts, advertisements, posters, books, magazines, signs, logos, and other visual layouts.
3. Preparing new and unique illustrations, innovative layouts, prints and rough sketches for presentations and organization brochures and designs graphics in line with branding guidelines.
4. Knowledge of photography and photo editing, producing accurate and high quality work.
5. Knowledge and procedures used to produce quality large format prints.

### **– Company: Starbright Services (K) Ltd.**

*Year: Jan 2010 – July 2013*

Duties/work:

1. Designing of artworks through development of concepts from client's briefs to a final piece.
2. Acquired skills in overseeing artworks from design to color separations, film making and plate making to the printing process both digital and offset.

### **UNDERTAKEN DESIGN PROJECTS**

1. Design of Books, Hymn Books for Uzima Publishing House.
2. Design of Advertising materials; Brochures, posters, Calendars, Fliers, Banners, CD covers and labels for packaging products.
3. Design and layout of books, booklets, pamphlets, newsletters and magazines.

### **ACHIEVEMENTS:**

1. Ability to work with all departments.
2. Able to meet deadlines on time.
3. Knowledge in use of different colour schemes i.e CMYK, RGB, Pantone.

### **– Company: Impress Communications Printers and Stationers**

*Year: Jan 2006 – Dec 2009*

Duties/work:

1. Designing of artworks through development of concepts from client's briefs to a final artwork.
2. Brief the Team Leader and/or Manager fully on progress on all assignments.
3. Participate in generation, improvement, sustenance, and implementation of the company policy.
4. Troubleshoot, remedy and report on creations, illustrations and creative processes to the company management.
5. Communicate and interact productively with client departments.

### **UNDERTAKEN DESIGN PROJECTS WITH NGO'S, GOVERNMENT MINISTRIES AND OTHER ORG'S**

1. Design of Annual reports and seasonal cards for NGOs like World Vision, Ministry of Water and Irrigation, Ministry of Health and UNDP.
2. Design of Advertising materials; Brochures, posters, Calendars, Fliers, Banners, CD covers and labels for packaging products.
3. Design and layout of books, booklets, pamphlets, newsletters and magazines.
4. Design of bill boards, road signs, neon signs, window and motor vehicle stickers.

## **ACHIEVEMENTS:**

1. Acquired skills in overseeing artworks from design to color separations, film making and plate making to the printing process both digital and offset.
2. Design of Advertising materials; Brochures, posters, Calendars, Fliers, Banners, CD covers and labels for packaging products.
3. Design and layout of books, booklets, pamphlets, newsletters and magazines.
4. Design of bill boards, road signs, neon signs, window and motor vehicle stickers

### **– Company: Craft Displays (K) Ltd.**

*Year: March 2005 – December 2005*

Duties/work: Graphic Designer – (Business cards, Calendars, Promotional items, Banners, Flags, Brochures, Funeral Programmes, Hotel Menus e.t.c )

## **HOBBIES**

Art (Painting) and beadwork

Fine art drawing

Wildlife

Swimming

Reading

## **REFEREES**

William H. Maina

Head of Graphics Dept.

Buruburu Institute of Fine Arts

P.O. Box 48370, 00100 Nairobi

Cell phone: 0722 648 336

Mr. David Kangethe

Managing Director

Impress Communications Printers and Stationers

P.O. Box 12687-00400 Nairobi

Cell phone no. 0722 523 064

Cynthia Nkirote Ileri

Customer Service Coordinator

Savannah Cement (EPZ) Ltd.

P.O. Box 27910-00100 Nairobi

Cell phone no. 0720 548 253