
HOWARD NAKAMONDI

P.O. BOX 3857
JERSEY CITY, NEW JERSEY 07803
201/924-1908

SUMMARY

- *Accomplished administrator seeking position that can use knowledge and skills.*
- *Strong academic training.*
- *Solid practical experience in unsupervised direction and fulfillment of administrative matters.*
- *Practiced teaching, supervisory, and general office skills.*
- *Multilingual with oral and written communication skills in English and seven different east and central African languages.*
- *Established record of proficiency, creativity, leadership, organizational, and problem-solving know-how.*
- *People oriented person with proven ability to accept assignments and deliver desired and effective results.*

EXPERIENCE

Manager/Supervisor

1991 to present

MARRIOTT CORPORATION • NEWARK, NJ

Serve as a shift supervisor in the Marriott Courtyard, overseeing four front desk clerks and three drivers. Substitute for the manager in his absence. Perform a variety of duties, including all front desk tasks, engineering and maintenance, housekeeping, restaurant cashiering, night audit, and computer entry. Prepare the payroll for the entire hotel staff weekly. Frequently accept special task force assignments lasting weeks to provide remedial assistance in improving performance of such hotels as the Hanover Marriott and the Marriott Newark International Airport Hotel. Perform initial interviews of all job applicants and orient new personnel. Assist in openings of new hotels such as the Marriott in Secaucus, serving as front office manager and training new personnel. Conduct classes periodically on fire procedures.

Accomplishments:

- Named *Supervisor of the Year* in 1993.
- Named *Employee of the Year* in 1992.
- Commended for efforts and success in educating and motivating staff members to improve service as evidenced by substantially higher favorable ratings in written surveys of guests.
- Commended for originating and suggesting Breakfast Cluster Meetings, a successful means for gathering staff members to generate strategies and market hotel services such as breakfast.

Security Manager

1989 to 1991

PINKERTON SECURITY • JERSEY CITY, NJ

Began work as a security guard. Advanced rapidly to supervisor of the second shift, overseeing seven security guards. Provided security protection for the Colgate Palmolive in Jersey City. The complex consisted of four buildings and parking facilities on four acres. It employed hundreds of people working on three shifts in various functions related to manufacturing, warehousing, shipping, and receiving. Regularly inspected and wrote incident and daily activity reports. Conducted training in interpersonal skills for nearly 50 supervisory personnel.

Accomplishments:

Named *Manager of the Year* in 1990 for suggestions in productivity that saved almost \$25,000.

Supervisor

1986 to 1989

UNIVERSITY BOOK STORE • MINNEAPOLIS COMMUNITY COLLEGE, MINNEAPOLIS, MN

Waited on customers at this book store while concurrently attending college. Processed, shelved, and checked out assigned books. Advanced to supervisor in charge of six stock people.

HOWARD NAKAMONDI

page 2

EXPERIENCE

Assistant Presiding Officer 1984 to 1985
OFFICE OF THE PRESIDENT • KISII, KENYA
Conducted house-to-house surveys as part of the national census in Nyanza Province.

Head Master 1983 to 1984
MINISTRY OF EDUCATION KERINA SECONDARY SCHOOL • KISII, KENYA
Began working as an untrained teacher, teaching students history in this secondary school that had as many as 600 students. Was promoted by the Board of Directors to Headmaster supervising 12 subordinate teachers. Withdrew in order to participate in the census in the Office of the President at the request of the government.

EDUCATION

Juris Doctor, International Law expected June 1995
SETON HALL UNIVERSITY • NEWARK, NJ

Bachelor of Arts in History June 1991
JERSEY CITY STATE COLLEGE • JERSEY CITY, NJ

Associate of Applied Science in Art June 1989
MINNEAPOLIS COMMUNITY COLLEGE • MINNEAPOLIS, MN

Certificate: "A" Level Education 1983
ST. STEPHEN'S COLLEGE • KISII, KENYA

OTHER CAREER RELATED EDUCATION

CPR/First Aid 1995
AMERICAN RED CROSS • NEWARK, NJ

Memory Seminar 1994
NEW YORK MEMORY INSTITUTE • NEW YORK, NY

Service Advantage Meeting 1992
DAN CONTE • NEWARK, NJ

International Business 1991
Solomon Gursky • New York, NY

SPECIAL ACCOMPLISHMENT

Founded a church in the family dwelling, which eventually was called the Nyamaya Church. Accepted assistance from the chief of the village, who provided a separate dedicated building when the congregation grew to more than 20 members. Acted as choir director, youth leader and advisor, as well as Sunday School Teacher. Served as a representative to parish, district and national assemblies.

Secretary of Emergency Ambulance Services to Kisii Hospital,. Functioned as a recording secretary and assisted the drivers of makeshift ambulances assisting people in gaining medical attention.

Prefect for Boy Scouts of Kerina Primary School.

References available upon request