

BELITA M. MICHAEL

ECONOMIST | JOB READINESS & CORE SKILLS TRAINER |
DATA ANALYST

CONTACT

- +254 790 394323
- belitamichael5@gmail.com
- Kasarani, Nairobi

SKILLS & CORE COMPETENCIES

- Job Readiness & Employability Skills Training
- CV Writing & Interview Preparation
- Workplace Etiquette & Professional Communication
- Socio-Emotional Skills Development (SESD)
- Facilitation & Experiential Learning
- Coaching & Mentorship
- Youth & Women Empowerment
- Monitoring, Evaluation & Reporting
- Data Analysis (Excel, Power BI, SPSS, STATA, SQL)

EDUCATION

Jomo Kenyatta University of Agriculture and Technology
BSc. Economics (2019-2023)



PROFILE

Results-driven Trainer and Economist with hands-on experience delivering job readiness, socio-emotional, and business skills training to youth and women. Proven ability to equip participants with practical employability skills including CV writing, interview preparation, workplace etiquette, and professional communication. Experienced in experiential learning, mentorship, and supporting participants to transition into income-generating opportunities and the workplace.



WORK EXPERIENCE

NYOTA Program

SESD & Job Readiness Facilitator

NOV 2025 - APRIL 2026

- Facilitated integrated training in socio-emotional and job readiness skills for 43+ beneficiaries using experiential learning methodologies.
- Delivered practical sessions on CV writing, interview preparation, workplace etiquette, and professional communication.
- Trained participants in financial literacy, customer relations, and microenterprise development to strengthen employability.
- Guided participants in applying skills to real-life income-generating activities and workplace contexts.
- Managed digital rostering and attendance tracking, ensuring accurate participant records and accountability.

Shining Hope for Communities (SHOFCO)

Sustainable Livelihoods Facilitator

JULY 2025- NOV 2025

- Facilitated training for 214 women on sustainable livelihoods and enterprise development.
- Provided one-on-one coaching to 120+ entrepreneurs, strengthening business skills and confidence.
- Conducted field visits to monitor progress and provide tailored mentorship.
- Integrated soft skills such as communication, customer handling, and professionalism into training sessions.

Apex Collections Africa Ltd

Debt Account Manager

OCTOBER 2024- FEB 2025

- Strengthened professional communication and negotiation skills through high-volume client engagement.
- Managed debt recovery portfolios while maintaining professionalism and compliance.

CERTIFICATIONS

Evidence-Informed Decision
Making - APHRC (2025)

REFERENCES

Available upon request

Emuka Moringa Farmers Society Ltd Survey Administrator

JUNE 2024 - SEPT 2024

- Designed questionnaires on moringa farming practices, marketing, and challenges.
- Interviewed 40+ farmers and analyzed yield differences using descriptive statistics and ANOVA.
- Prepared data findings for academic research under Prof. George Ogendi.

Child Fund International Enumerator

JAN 2024 - JUNE 2024

- Conducted surveillance for 210+ primary caregivers under the Responsive Protective Parenting Program.
- Reviewed immunization records, caregiver wellness, and child nutrition for ages 0-5.
- Collected and analyzed community-level data to evaluate access to health, safety, and social services.

Kenya Power & Lighting Company Finance Intern

MAY 2022 - AUG 2022

- Reconciled debtor accounts and reallocated postpaid and prepaid meter charges.
- Processed journal vouchers, payroll entries, and invoice posting.
- Improved accuracy of customer billing records through data validation and corrections.
- Posted Medicare invoices accurately into the SAP system, ensuring timely financial records.
- Conducted field visits on Thursdays to follow up and collect overdue electricity payments, improving debt recovery efficiency.