

**Frankline K. Muthomi**

Ph.D. Candidate/Instructor  
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**Education****Northern Illinois University****August 2017 – To date**

Ph.D. in Political Science. Major: Public Administration.

Relevant coursework: Politics of Public Budgeting, Seminar in Administrative Theory, Theory & Analysis in Public Administration, Public Management in Globalized Environment, Research Design in Political Science, Quantitative (I & II) and Qualitative Research Methods.

**University of Nairobi****May 2012 – December 2014**

Master of Public Administration.

**Experience****Northern Illinois University****August 2017 – To date**

Research Assistant

Liable for developing and coordinating academic research activities that resulted in publishing an article in Public Administration Review journal, a book chapter, and a book review, and presenting empirical evidence to practitioners and scholars in international conferences.

- Designing experimental studies and closely monitored data collection using Qualtrics and the Balancing Act tool.
- Performing data cleaning, coding, and analysis using statistical tools of the RStudio, SPSS, and MS. Excel.
- Conducting a literature review for various research activities and manuscripts preparation under the supervision of Dr. Kurt Thurmaier.

**Northern Illinois University****Spring 2022, 2021, and Fall 2020**

Teaching Assistant

Enhanced my teaching effectiveness and maintained above 90% teaching evaluation scores by effectively managing class and students' needs according to the NIU's innovative teaching criteria.

- Preparing and reviewing course syllabus, reading materials, and individual and group assignments for students.
- Leading lessons, grading students' assignments, and providing individual feedback and guidance to students, including those with learning disabilities or health challenges.
- Providing extra help to students who need special class accommodations or struggling in understanding concepts.
- Consulting with other faculty members on innovative ways for enhancing class effectiveness in different teaching modalities of face-to-face, synchronous, and asynchronous classes.

**State Department of Gender Affairs****June 2016 – July 2017**

Human Resource Management

Recognized for excellent performance in administering human resource management and development roles, and scored 100% in my annual performance appraisal.

- Appointed to the budget committee to oversee and promote budgetary interests and needs for the HR department and managed to secure an allocation of \$34,000 for employees' skills training and advancement.
- Advised my supervisor about employees' training gaps and helped organize various training programs to fill those gaps.

- Assisted in reviewing applications and identifying qualified applicants for vacant posts according to the established qualification criteria.

**Burgo Limited****January 2014 – May 2016**

## Research Assistant

Provided consultancy services to various public agencies to help the agencies perform their functions efficiently and effectively.

- Developed a monitoring and evaluation framework for assessing performance levels of HIV & AIDS interventions in ten (10) public sectors.
- Conducted a study for the Public Service Commission on how the national and public service values in Articles 10 and 232 of the Constitution of Kenya 2010 have been complied with by all state organs.
- Participated in developing a National Urban Development Policy for the Government of Kenya under the Civil Society Urban Development Program.

**Department of Labor****November 2012 – December 2013**

## Administrative Intern

Recognized for being punctual and well-organized in assisting in providing administrative support to staff.

- Performed duties and responsibilities ranging from inventory and record-keeping, internal file movement and delivery, data entry, and other clerical tasks.
- Acquired sound administrative procedures in government.
- Acquired competency required for implementing labor policies and resolving labor disputes.

**Brightside D.A.R.T Rehabilitation Center****August 2011 – March 2012**

## Counselor Intern

Counseled over 20 clients who successfully completed their rehabilitation treatment and reunited with their families, recognized for critically assessing clients' psychological and mental needs.

- Conducted individual and group therapy sessions with clients at different stages of their recovery process.
- Scheduled individual and group therapy sessions daily to ensure clients are informed of daily expectations.
- Developed extra curriculum activities that introduced clients to different ways they could utilize their free time and avoid potential factors that lead them to relapse.
- Prepared daily progress reports to the senior psychiatrists for continuous monitoring and evaluation of clients' recovery journey.

**Professional service**

Public Administration, reviewed one manuscript that was later published.

Public Budgeting and Finance, reviewed two manuscripts, and one is still under Revise and Resubmit.

Public Performance and Management journal, reviewed one manuscript that was later published.

**Community Service****Tanzania Development Support (TDS)****2017 – 2021**

Volunteer in garage sale to raise funds (\$10,250 in 2021) for supporting girls' education in rural areas (Musoma) in Tanzania.

**Home of Love****2018 – 2022**

Member of the group that raises funds (\$400 in 2021) and purchases food items for children's homes in different parts of Kenya.