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Angela Wairimu Nyutu

LinkedIn | GitHub

EXPERIENCE SUMMARY

I am a dynamic professional with nearly a decade of experience in data management, case processing and case management, demonstrating a strong commitment to enhancing operational effectiveness for humanitarian response. Expertise in interviewing, data analysis, and implementing standard operating procedures, ensuring accuracy and compliance in all processes. I have proven ability to collaborate with diverse teams and engage with stakeholders to facilitate seamless operations. Adept at leveraging various data systems and tools to improve service delivery and support organizational goals. Dedicated to fostering a supportive environment for vulnerable populations while maintaining high standards of data integrity.

SKILLS

Soft Skills

- ★ Interviewing
- ★ Team player
- ★ Communication skills
- ★ Languages (English, Kiswahili)

Technical Skills

- ★ MS Office Tools
- ★ CRM Tools (MiMOSA, eMedical)
- ★ BIMS
- ★ Python

- ★ R/RStudio
- ★ SQL
- ★ Visualizations (Tableau, Python, Excel)
- ★ Data Analysis
- ★ Machine Learning
- ★ ICT4D Tools (KOBO, Microsoft & Google Forms)

EXPERIENCE

International Organization for Migration; Nairobi, Kenya — Senior Medical Assistant

MAY 2024 – MARCH 2025

- Participate in health assessment mobile missions planning as a data lead.
- Assist in designing data collection tools.
- Monitor the pipeline of health assessment requests from external partners and provide timely calls for the deployment of mobile missions.
- Prepare medical forms, laboratory labels, serology code books, chest x-ray labels and daily scheduling of MHD health assessments.
- Data management follow-up includes the creation of queries to retrieve information from the database and responding to various follow-up needs and reconciliation reports.
- Provide Database/data processing support to the region and other MHD locations as needs arise.
- Ensure that data is accurate in MiMOSA as per SOPs.
- Prepare medical exam invoices for post- health assessment mobile missions.
- Updating the mobile team SharePoint web pages.
- Conduct monthly data quality clean-ups in Canada related pre-invoices.
- Participate in the annual community participatory needs assessment in liaison with external partners.
- Review medical data to produce statistical materials and data analysis.

- Preparing and disseminating mission reports.
- Capacity building
- Ensure the implementation of Standard Operating Procedures in data health assessment processes.

Department of Refugee Services; Nairobi, Kenya — *Refugee Status Determination Officer*

MARCH – MAY 2024

- Counsel persons of concern according to their needs and make appropriate referrals to the relevant unit.
- Conduct interviews of claims from asylum seekers.
- Conduct asylum seeker claims assessments and draft reports.
- Reporting fraud & Inconsistencies.
- Ensure the implementation of Standard Operating Procedures in refugee status determination processes.

Department of Refugee Services; Nakuru, Kenya — *Registration Assistant*

MAY 2017 – FEBRUARY 2024

- Assist in designing data collection tools.
- Conduct registration pre-screening assessment to identify specific protection needs.
- Ensure that all data and biometric information is captured accurately into refugee database, ProGres V4 and Biometric Identity Management System (BIMS) as per SOPs.
- Conduct regular data quality checks and data clean-ups on refugee database ProGres V4.
- Issue documents to refugees and asylum seekers.
- Implement mobile registration and protection community-based activities.
- Counsel persons of concern according to their needs and make appropriate referrals to the relevant unit.
- Conduct protection assessments and draft reports.
- Responding to protection and registration emergencies including court orders, GBV case.
- Participate in the annual community participatory needs assessment in liaison with external partners.
- Assist in the management of social media information platforms.
- Review ProGres data to produce statistical materials and data analysis.
- Preparing and disseminating monthly, quarterly, and annual reports.
- Reporting fraud & Inconsistencies.
- Ensure the implementation of Standard Operating Procedures in all registration and protection processes.
- Assist in Best Interest Assessments (BIAs) for separated and unaccompanied minors.

Upwork; Remote (Part-time) *Freelance Data Scientist*

FEBRUARY 2022 – MAY 2024

- Exploratory data analysis.
- Creating Machine Learning models

- Creating dashboards

Danish Refugee Council; Nairobi, Kenya — *Data Clerk*

OCTOBER 2016 - FEBRUARY 2017

[Link: Certificate of Service](#)

- Ensure that all data and biometric information is accurate in the refugee database, ProGres V4 and Biometric Identity Management System (BIMS) as per SOPs.
- Conduct regular data quality checks and data clean-ups on refugee database ProGres V3
- Counsel Persons of concern according to their needs.

EDUCATION

Kenyatta University, Nairobi - *master's in public health (Epidemiology and Disease Control)* Ongoing

Moringa School, Nairobi - *Data Science* April

2021 - January 2022

Certificates: [Data Science Prep](#) | [Data Science Core](#)

Kenyatta University, Nairobi - *Bachelor of Science (Population Health)* September

2011 – July 2015

[Certificate](#)

Kenyatta University, Nairobi - *Certificate in Leadership Development and Mentorship*

November 2014 -July 2015

[Certificate](#)

Zetech University, Nairobi - *International Computer Driving*

License March 2011 - May 2011

[Certificate](#)

Nginda Girls' Secondary School, Murang'a - *Kenya Certificate of Secondary Education*

January 2006 - November 2009

[Certificate](#)

CERTIFICATIONS & TRAINING

International Organization for Migration – *Data Protection Principles*; April 2024

International Organization for Migration – *Accountability to Affected Persons*; August 2024

Kenya School of Government, Embu Campus- *Management of Child Protection Services*; November 2023

UNHCR, Online- *Introduction to Refugee Status Determination (RSD)*; December 2022

[Certificate](#)

Department of Refugee Services– *The Refugee Act 2021 and Regulations/ Refugee Management Training*

November 2022

[Certificate](#)

Humanitarian U, online – *Core Humanitarian Certification*; July 2021

[Certificate](#)

UNODC– *Preventing and Countering Trafficking in Persons and Smuggling of Migrants*; August 2018
[Certificate](#)

UNODC -*Essential Services Package for Women and Girls Subject to Violence - Social Services*; August 2018
UNODC -*Essential Services Package for Women and Girls Subject to Violence – Health Services*; August 2018

INDEPENDENT PROJECTS

1. Distribution of refugees hosted by the U.S.A Tableau
Dashboard [Link](#)
2. Factors Determining COVID-19 Vaccine Acceptance in the USA
[Notebook](#) | [Documentation](#)
3. Predicting Spam Messages GitHub Project [Link](#)