

ASHLEY KEMUMA NJENGA

P.O. Box 7567-00-100

Tel: +254 718508157

Email: kemumaashley05@gmail.com

GitHub: <https://github.com/Akemuma>

Portfolio: <https://akemuma.github.io/Ashleykemuma.github.io/>

LinkedIn: <https://www.linkedin.com/in/ashley-kemuma-8378b4232/>

PROFILE SUMMARY

I have a dynamic professional adept in program coordination, digital support, and ICT administration. I have proven a track record in implementing initiatives, enhancing digital platforms, and ensuring organizational efficiency. Strong communication, analytical, and problem-solving skills which drive to success in diverse roles. I am also a website developer/ Front end developer.

EDUCATION

- **Bachelors in business information technology (Major in business intelligence)-** Strathmore university
- **Diploma in business information technology-** Strathmore university
- **Apostolic Carmel girls-** Kenya certificate of secondary education

CERTIFICATIONS

Cisco Networking Academy

IT Essentials and Introduction to data science | Completion 10/09/2023

IBM Skills Build

Cyber security Fundamentals | Completion 25/07/2024

ICS2

Certified in cybersecurity | Completion 08/07/24

KEY SKILLS AND COMPUTER PROFICIENCY

Fast learner, creative, Ability to work under pressure, Time management, Computer skills, social media marketing skills, Business analysis skills, IT project management skills, Ability to work in a team, Adaptability, leadership, communication, great organizer of good moral
Proficiency in Windows, Ms Excel, Ms Access, Ms Word, Ms PowerPoint, Jira, python, R, HTML,CSS and JavaScript

WORK EXPERIENCE

Digital support and program intern

International organization for peacebuilding

January 2023-December 2023

-
- Monitor antivirus software and update and repair computers infected with spyware, adware and viruses.
 - Perform minor repairs to equipment and arrange for other servicing needs.
 - Installing and maintaining computer systems including software and hardware on desktops and

laptops, resolving internet and network access issues.

- Setting up and maintaining Office 365 user accounts
- Assist in the implementation of peacebuilding programs in coordination with senior staff, both remotely from Nairobi and during fieldwork missions.
- Provide digital support by maintaining and updating the organization's social media channels, website, and other digital platforms to ensure effective communication of Interpeace's activities and impact.
- Assist in documenting field activities during missions to the northern region, including taking notes during meetings, conducting interviews, and capturing photographs or videos for reporting purposes.
- Support data entry and analysis of information collected during field visits, surveys, or interviews to facilitate program monitoring and evaluation efforts.
- Assist in logistical arrangements for field trips to the northern region, including travel bookings, accommodation, and organizing meetings with local stakeholders.
- Providing training and monitoring capacity-building support to youth and women participants to enhance their skills in leadership, conflict resolution, communication, and community mobilization. Empowering them to become effective agents of change within their communities.

Junior IT support specialist

Pamoja devs

Jan 2022-Dec 2022

- Assisting with administrative tasks, such as scheduling meetings, preparing documents, and maintaining program records.
- Responsible for communicating with clients, understanding their requirements, providing updates, and addressing any concerns or questions.
- Ensuring that projects are properly assigned, monitored, and completed on time.
- Analyze project data and metrics to identify trends, measure project success, and make informed decisions.
- Assist with the setup and configuration of computer systems, peripherals, and software applications for remote employees.
- Offer guidance and training to remote staff on the efficient and secure use of ICT tools and resources.
- Conduct regular backups of data and implement data security protocols to safeguard remote systems and information.
- Monitor and respond to security incidents, unauthorized access attempts, or breaches of remote systems.
- Conduct regular security audits and vulnerability assessments of remote systems.
- Document and update standard operating procedures (SOPs) related to ICT support and remote work technology guidelines.

Volunteer

Syokimau Residents Association

Feb 2022-August 2022

- Data Entry
- Managing web pages and website using HTML, CSS and JavaScript

- Managing social media accounts
- Updating annual association subscription for the residents with excel

REFEREES

Daniel Olamide Joseph Pamoja Devs Founder and CEO Nairobi +447442274511 djokogo@gmail.com	Micheal Wachira Syokimau Residents Association Manager Syokimau +254722626078 info@syokimau.or.ke	Hassan Ismail International organization for peacebuilding Kenya Programme Coordinator Nairobi +254710607373 ismail@interpeace.org
--------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------