

ALEX OMOLLO

PERSONAL DATA

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CAREER OBJECTIVE

To leverage my comprehensive background in peer monitoring, project support, and data management, coupled with emerging technical skills in software development, to drive innovative technological solutions. By integrating strong analytical, communication, and organizational capabilities with technical expertise, I aim to create efficient, user-centered applications that enhance operational performance and support strategic organizational goals.

EDUCATION

Great Lakes University

Business Administration – (2018 – 2019)

PROFESSIONAL EXPERIENCE

September 2023 – Present: LARCOD (Lake Region Community Development)

Duties: Peer monitor

- Ensure compliance with guidelines, policies, or agreed-upon rules.
- Help new or less experienced peers adapt and integrate effectively.
- Promote a positive and inclusive environment by addressing issues constructively.
- Inspire peers to achieve their best through leadership by example.
- Document observations and provide accurate reports to supervisors or coordinators.

September 2022 – August 2023: Mildmay kenya

Project assistant

- Responding to inquiries and providing updates to team members.
- Assisting with the assignment and tracking of tasks among team members.
- Preparing reports and presentations based on project progress.
- Scheduling meetings and coordinating project activities.

August 2021 – July 2022: African Oral Genealogy

Data Entrant

- Ensure all data is accurately transcribed with minimal errors.

- Identify and rectify any inconsistencies or errors.
- Maintain organized records, ensuring confidentiality and compliance with data protection policies.
- Collaborate with team members to improve data management processes.
- Compile data and generate basic reports as requested by supervisors or teams.

April 2020 – June 2020: Samsung mobile

- Internship at Samsung mobile as a sales personnel

SKILLS AND ABILITIES

Technical skills:

- Basic knowledge of programming languages such as *Python* and *JavaScript*.
- Familiarity with software development principles and problem-solving techniques.
- Proficiency in accurate transcription and organization of data.
- Skilled in task tracking, scheduling, and coordination using tools like *Trello* and *Asana*.

Soft skills:

- Communication and Interpersonal Skills
- Problem-Solving and Analytical Thinking
- Leadership and Team Collaboration
- Time Management and Organizational Abilities

REFEREES

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