**RÉSUMÉ**

**CATHERINE WANGARI MIGWI**

**Mobile:** 0759799589 / 0785853857

**Email : catherinemigwi33@gmail.com**

**CAREER PROFILE**

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I am a final-year student pursuing a Bachelor's degree in Business and Information Technology, currently awaiting graduation. I am seeking an attachment opportunity where I can apply the knowledge and skills gained during my studies in a practical, real-world environment. I am eager to gain hands-on experience, contribute to organizational goals, and further develop my professional skills in a dynamic and challenging setting.

**CORE SKILLS**

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**Technical Skills & Competencies**

* **Systems Installation, Maintenance & Support –** Proficient in setting up, maintaining, and troubleshooting computer systems and hardware.
* **Programming & Software Development –** Skilled in Python, Java, HTML, and CSS for both front-end and back-end development.
* **Database Design & Management –** Experienced in MySQL and SQL Server for designing, managing, and optimizing relational databases.
* **Network Security & Administration –** Knowledgeable in setting up secure networks and managing network infrastructure.
* **Cybersecurity Fundamentals –** Familiar with essential cybersecurity practices and risk mitigation strategies.
* **ERP System Configuration & Support –** Hands-on experience with basic ERP setup, user support, and system configuration.
* **Cloud Computing & Data Backup –** Understanding of cloud services and data backup procedures to ensure business continuity.
* **Technical Troubleshooting & End-User Support –** Strong ability to diagnose and resolve hardware/software issues and assist users.
* **CCTV & Server Management –** Experience with CCTV system setup and basic server administration.

**Business & Digital Skills**

* **Business Process Analysis & Optimization –** Skilled in identifying inefficiencies and recommending improvements to enhance workflow and productivity.
* **Project Planning & Management –** Familiar with basic project management principles, including task scheduling, resource allocation, and monitoring.
* **Digital Marketing & Social Media Strategy –** Knowledgeable in developing content strategies and managing digital campaigns across various platforms.
* **Search Engine Optimization (SEO) & Web Analytics –** Understanding of SEO principles and use of analytics tools to monitor and improve website performance.
* **Market Research & Competitor Analysis –** Proficient in gathering, analyzing, and interpreting market data to inform strategic decisions.
* **E-commerce Platforms & Online Branding –** Experience with online sales platforms and building digital brand presence.
* **Customer Relationship Management (CRM) –** Basic understanding of CRM tools to manage customer interactions and support business relationships.
* **Business Communication & Report Writing –** Strong written and verbal communication skills for creating professional reports and presentations.
* **Sales & Product Promotion –** Ability to support promotional activities, enhance product visibility, and engage target audiences.
* **Financial Technology (FinTech) Awareness –** Familiar with emerging FinTech trends and their impact on modern business practices.

**ACADEMIC QUALIFICATIONS**

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**Mount Kenya University (MKU) – *2022 to date (completed course, awaiting graduation*)**

Bachelors in Business Information Technology (BBIT)

**International Youth Federation – *Jan* *2025 to June 2025***

Certificate in Digital Marketing

**Mugumo Girl’s High School – *2018 to 2022***

Kenya Certificate of Secondary Education (KCSE) – Mean Grade: B -

**REFEREES**

****

**Ms.** **Jane Wanjiru NGANGA**

County Forester, Department of Water, Environment, Natural Resources, Energy and Climate Change,

Kiambu County

Tel: +254 702 735 186

**Ms. Ndinda WINKISTER**

Lecturer, Mount Kenya University

Tel: +254 720 708 170

**Ms. Evalyne NYAWIRA**

Risk Management Officer, Nairobi Metropolitan Area Transport Authority (NaMATA)

Tel: +254 798 222 108