

Bill Ochieng

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EDUCATION

Allegheny College, Meadville, PA

Bachelor of Science in Degree, Majors: Computer Science and Economics

Expected Graduation: May 2024

GPA: 3.4/4.0

Relevant Courses:

Microeconomic Theory, Macroeconomic Theory, Discrete Structure, Data Abstraction, Web Development

Kenya Certificate of Secondary School Education, Nairobi School, Nairobi, Kenya

November 2018 Graduate

EXPERIENCE

Residential Advisor, Allegheny College

May 2021- Present

- Planned and hosted residential events for 50+ residents, offering fun, inclusive and insightful residential events where residents can get to know each other and create a sense of community.
- Conducted room condition checks, working diligently to ensure residential rooms are in the best possible condition for residents' arrival.
- Carried out duty rounds in residential halls, serving an important role in assisting with the safety and security of students by being on-call.

Engineering/Manufacturing Shadowing, Mars Wrigley, Nairobi, Kenya

March 2020

- Completed formal orientation of Mars Wrigley – the maker of Big G, PK, Double-mint, Juicy Fruit and Orbit chewing gum brands –in Kenya.
- Observed the complete manufacturing process of gum from the harvesting of sugar to the process of making chewing gum – preparing the gum base, adding flavor, increasing chewiness, cutting and packaging chewing gum to the final product.

Volunteer, Kitengela Primary School

Feb 2020-April 2020

- Math tutor for students, helped prepare 40+ student candidates for their Kenya Certificate of Primary Education final examinations.
- Guidance and Counseling for the young boys and girls during my short time there.
- Organizing team-building activities for teaching and non-teaching staff, including the prize giving ceremony to celebrate and award top performing students all across campus.

Personal Assistant, Joyrowl Limited, Nairobi, Kenya

Jan 2019-Feb 2020

- Booked company appointments and made deliveries. Completed front office duties receiving/greeting guests and packages and ensuring that they reach their proper destinations.
- Draft correspondence such as emails and letters for the founder/owner of the company.
- Schedule meetings and manage calendars, schedule, and to-do lists.
- Answer phone calls and emails and take messages.
- Take accurate and comprehensive notes at meetings.
- Handle multiple tasks and prioritize according to importance.
- Followed procedures and worked well under pressure with limited supervision.

LEADERSHIP & SERVICE

President, Chess Club, Nairobi School

September 2017- September 2018

- Brought together students representing 47 tribes to develop community around the game of chess.
- Organized tournaments and represented the club to the greater school community.

President, Debate Club, Nairobi School

September 2017- September 2018

- Fostered the skill of logical, oral argument
- Organized debate contests with neighboring schools

Board Member, Math Club, Nairobi School

September 2017- September 2018

- Promoted and organized math competitions and practice sessions.
- Competed with students from other schools in national and international competitions.

ATHLETICS

Captain, Soccer Club, Nairobi School

February 2016- September 2018

- Led a team of 40+ players in practice and competition with soccer clubs from schools around the region.
- Organized competitions with teams composed of staff and teachers from the school.
- Won the Golden Boot senior year after scoring seven goals in a five-game tournament, contributed to my team's reaching the finals and winning the tournament.

SKILLS

Certifications: CPR, First Aid

Boy scout

Technical writing

Social media management

Coding

Network configuration knowledge

Operating system knowledge

Database management knowledge

Computer: Mac & PC Proficient; *G Suite*: Gmail, Docs, Sheets, Slides; *Microsoft Office*: Word, Excel, Power Point
Language: Luo (Native), Luhya (Native), Swahili (Native), English (Fluent), Spanish (Beginner)