

## **CURRICULUM VITAE**

### **Personal Details:**

Name: Brian Muriungi Kimathi

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Age: 20

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### **EDUCATION BACKGROUND:**

2021 – 2022: Railways Training Institute.

Certificate in Information Communication Technology.

2018 – 2021: Kahawa Garrison Secondary School.

Kenya Certificate of Secondary Education (K.C.S.E)

2013 – 2015: Green Cottage Academy.

Kenya Certificate of Primary Education (K.C.P.E)

### **AREA OF SKILLSET**

#### 1. Data entry.

I have had various encounters with data entry in personal projects and in school. The skills include;

- Create, edit, save and print a document.
- Format text and use of styles.
- Adding of header, footer and footnote in documents.
- Manipulating a document.
- Use of spelling and grammar checks.
- Adding of graphics and media in a document.

#### 2. IT administration.

Over time, I have gained the following skills at school and personal projects.

- Troubleshooting, researching and resolving technical problems.
- Update and backup of all IT related inventory.
- Communication skills to provide IT support.
- Excellent research skills as they directly relate to problems solving in IT.

### 3. Graphics Design and Video Editing.

Below are skilled attained during personal interests and projects.

- Creating animated images and editing a raw image.
- Creativity in designing logos.
- Directing video clips and seeing them through the final product.
- Editing a raw video clip to a movie.
- Changing video formats.

### **KEY COMPETENCE**

- 1) I am hardworking and attend any given duty.
- 2) I have a teachable spirit willing to learn and to impart the society.
- 3) I am responsible and disciplined.
- 4) I work independently and also embrace teamwork.
- 5) I am good at communication.

### **HOBBIES**

- Swimming
- Playing Chess
- Beats Making
- Song writing
- Video editing