**EVA NG’ ENDO MUTURI**

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**+254 711 331863**

**Nairobi, Kenya**

**CAREER OBJECTIVE**

To carry out my responsibilities and duties with exemplary standards of ethics and professionalism.

**SUMMARY STATEMENT**

I am an experienced ICT admin with a demonstrated history of working in the information technology and services industry. I am skilled in research, public relations, project management, sales and marketing, and resource tapping.

**PROFESSIONAL EXPERIENCE**

**Parliamentary Senate Service – ICT Committee Internship**

**February 2024 – June 2024`**

* Policy Research & Reporting**:** Conducted research on ICT policies, drafted reports, and presented findings to the committee.
* Petitions & Statements Management**:** Handled petitions and statements related to Information and Communication Technology.
* Committee Operations & Staff Management**:** Coordinated and managed the committee's work, including agendas, meetings, and staff schedules.
* Procedural Advisor**:** Provided procedural advice to the Chair and all members of the committee on Senate rules and best practices.
* Administrative Officer**:** Served as the committee's administrative officer, overseeing budget, logistics, and communication.

**Strathmore University – ICT Intern**

**September 2022 – July 2023**

* Provided comprehensive system support and efficient data entry.
* Managed IT logistics for training and workshops.
* Diagnosed software and hardware issues,
* Implemented necessary network corrections.
* Collaborated with newly hired specialists on advanced technical procedures.

**Jaindi Kisero Nation Media – Consultant**

**November 2021 – April 2022**

* Delivered digital marketing services, overseeing website management, and maintaining a strong social media presence on platforms such as Facebook, Twitter, and LinkedIn.

**Tell Tale Production (Budaboss) – Digital Manager**

**October 2021 – February 2022**

* Coordinated bookings and provided event coverage.
* Managed social media platforms, including Instagram, Facebook, YouTube, TikTok, and LinkedIn.

**Agile Business Technology – IT Infrastructure and Solutions Sales**

**September 2021 – January 2022**

* Led tender bidding and prequalification processes.
* Executed sales and marketing duties.

**ABSG Technologies Cybers – Technology Administration Intern**

**March 2020 – November 2020**

* Initiated cold calls, successfully boosting electronic product sales and achieving a 10% increase in profits.
* Conducted thorough inventory assessments and efficiently managed delivery notes for received goods.

**EDUCATION**

**Bachelor’s in Business Information Technology**

*Strathmore University*

**Diploma in Business Information Technology**

*Strathmore University*

**OTHER**

**Certificate in Climate Security and Climate Diplomacy**

*Konrad Adenauer Stiftung*

**Certificate in Data Protection and Internet Governance**

*Kenya School of Internet Governance (KeSIG/KICTANet)*

**ACHIEVEMENTS**

* CA class representative for diploma class (2020)
* School female president at Werus Academy
* Aviation Fair Award, Joint Aviation and Space Program
* Pioneered Entrepreneurship Club at Kyeni Girls Highschool.

**COMPUTER PROFICIENCY SKILLS Microsoft**:

**Microsoft**: Word, Excel, Power Point

**Other**: PowerBI, Zotero, C++, Java, PHP, CSS, Python, Kotlin, Laravelx, SQL, Oracle, AWS

**HOBBIES AND INTERESTS**

* Reading novels
* Interior design
* Public speaking
* Badminton
* Event organizing

**REFEREES**

**Anne Gichuku Gichovi**

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