**BRENDA AWINO**

Cell: 0703462665/0781099373

brendaawino41@gmail.com

CAREER PROFILE

An ICT diploma graduate experienced in web design and development, object-oriented programming, developing, designing, testing and debugging code, administering systems, networks and databases. Quick to learn and master new technologies; successful working in both team and self-directed settings, with a high drive for venturing into technology.

Actively looking to fill a web developer position with a fast paced and ambitious company that can offer development training, project based learning and a mentoring program to best develop my development skills

SKILLS AND COMPETENCE

* Effective verbal, written, presentation and listening skills.
* Excellent customer service skills
* Excellent interpersonal skills
* Proficient in organizational and planning skills.
* An analytical thinker with problem-solving abilities
* Able to effectively integrate into a multicultural environment.
* Self-motivated and flexible
* Committed to tasks given.
* Able to adapt in any diverse environment.
* Ability to work under pressure.
* Excellent communication and documentation skills.

PROFESSIONAL QUALIFICATIONS

**Diploma in ICT Management (Grade A)**, Institute of Advanced Technology (Kasarani Campus), 2017-2018.

**Basic computer packages**, Sacred Heart Computer College, 2013.

**Kenya Certificate of Secondary Education (B plain)**, Keveye Girls High School, 2009-2012.

**Kenya Certificate of Primary Education**, Babadogo Catholic Church School, 2001-2008.

TECHNICAL SKILLS

* Programming Languages: C, C++, VB.Net, Java, Python
* Frameworks: Django, API (REST, SOAP)
* Web Design and Development: HTML, CSS, XML, JavaScript, JQuery, Bootstrap, WordPress
* Database Development and Management: SQL, Windows Server 2008/2012, MySQL, MSSQL
* System Administration: Server Manager, Active Directory, mail server
* Hardware and software repair and maintenance
* Network administration: CISCO router configuration
* Technologies: Microsoft Visual Studio 2013, DEV C++, NetBeans, MsSQL Server Management Studio, NetBeans, DreamWeaver, Android Studio, Visual Studio Code
* Operating Systems: Windows, Linux
* Version control: Git, GitHub
* Packages: Microsoft Office Suite

PROJECTS

**Property Management System**

Institute of Advanced Technology

Class Project

Modelled a property management system to help landlords by reducing paperwork, financial analysis and manage tenants better (Visual Studio 2013, Microsoft Access 2013).

**Bus Reservation System (ongoing)**

Personal project

Modelling a bus booking system using python and Django framework to ease booking buses and reduce paperwork for managers. (Visual Studio Code, MySQL)

SEMINARS

Google Digital Skills Training conducted by Centum Learning Africa LTD, Institute of Advanced Technology, Kasarani, Nairobi. December 2017.

PROFESSIONALEXPERIENCE

**Office Assistant, January-December 2017.**

**Institute of Advanced Technology (Kasarani Campus),Nairobi.**

* Maintained up-to-date inventory and asset register.
* Marketed the institution on all social media platforms.
* Assisted in designing flyers and posters.
* Conducted front office reception duties.
* Answered and routed incoming calls.
* Handled petty cash being required and used in the different departments.
* Performed administrative duties.
* Maintained proper filing and record keeping system.
* Made necessary orders on equipment and stocks required by office.
* Delivered letters and mails from the post office to the office.
* Made office deliveries to the head office and among the branches.
* Managed office equipment maintenance.
* Made reports on inventory.
* Organized refreshments for staff and clients.
* Oversaw that the cleanliness of the premises was observed and maintained.
* In charge of the cleaning team.

**ICT Intern,** June-September 7th, 2018

Geothermal Development Company, Nairobi.

* Provided end user support.
* Responded to ICT help desk via phone and email.
* Logging calls responded to on the ICT help-desk indicating the status of the queries made.
* Performed troubleshooting, repair and maintenance of hardware and software for all devices including network devices.
* Took part in developing the Medicare system
* Monitored user accounts and access permissions through Active Directory.
* Performed System Administration Tasks e.g. managing Active Directory and servers.
* Created passwords for users with accordance to password policy
* Performed basic functionalities of SAP ERP.
* Writing departmental reports on help desk calls, inventory etc.
* Maintaining and managing ICT systems.
* Successfully configured switches.
* Networked all staff to the various switches
* Monitored all network services and applications
* Performed backup tasks on end users workstations and servers
* Deduced newer methods of managing users in the active directory
* Researched and gave ideas on how to tackle first time IT problems in the department.
* Troubleshoot network problems using CISCO networking monitoring system
* Made monthly reports on IT equipment inventory.

**Projects Intern,** December 2018 – March 15, 2019

Kenya Trade Network Agency

* Attend and participate in Project and Operations meetings to gain in-depth understanding of the Organization’s operations and projects.
* Assist in scheduling and coordination of Project and Operations meetings by writing and distributing minutes.
* Ensure weekly project status updates are received at the Projects meeting.
* Maintaining an issue log of issues raised and action taken in Project and Operations meetings.
* Assist in drafting reports and proper record keeping as envisaged in the ISO standards.
* Documentation of systems developed.
* Meet project deadlines.
* Assist with any Project deliverables as advised by Manager Projects.
* Liaise with Communications office by highlighting any news worthy stories from the Department for the weekly newsletter.
* Assist in coordination and scheduling of activities within the Department as advised by the Manager Projects.

REFEREES

* 1. Morine Achieng

ICT Officer I (ICT Support),

Geothermal Development Company,

Email: [machieng@gdc.co.ke](mailto:machieng@gdc.co.ke)

Phone: +254713797660

* 1. Felix Okumu,

Officer I (Network Administrator),

Geothermal Development Company,

[fokumu@gdc.co.ke](mailto:fokumu@gdc.co.ke)

* 1. Eric Lukoye

Manager, Projects

Kenya Trade Network Agency

[elukoye@gdc.co.ke](mailto:elukoye@gdc.co.ke)

Phone: +254722241895