

BRIAN KIMEMIA NJERI

Information Science/ Information Management

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SKILLS

SOFT SKILLS

- Exemplary Communication and Interpersonal Proficiency
- Ability to make Decisions and Robust Analytical and Problem-Solving Skills
- Outcome-Oriented and Client-Centric Approach
- Versatility and Inventiveness,
- Innovative and Critical Thinking,

HARD SKILLS

- Proficient in advanced MS Office and internet skills
- Knowledge in Records and Document management systems, content and knowledge management systems
- Data Entry, Analysis, Documentation and reporting
- IT Technical Support skills ,Networking, Cloud Computing, Cybersecurity, Windows and Linux Operating Systems, Python programming, Database Administration

PROFESSIONAL SUMMARY

Results-driven professional with 4+ years in examination administration, ICT support, and AWS Cloud Solutions. Expertise in securing examination processes, delivering exceptional stakeholder service, and developing knowledge management strategies. AWS Certified Cloud Practitioner with strong skills in documentation, content creation, and digital learning innovation. Adept in classroom support, training, and maintaining ICT services with a focus on continuous improvement and professional development.

PROFESSIONAL EXPERIENCE

INFORMATION COMMUNICATION TECHNOLOGY INTERN – MINISTRY OF EDUCATION (FEB 2023-FEB 2024)

JOB OVERVIEW - This job involves supporting the development, innovation and integrating Information Communication Technology into teaching, learning, assessment, reporting of the implementation of the Digital Literacy Programme.

Key Responsibilities and Achievements

1. Spearheaded the implementation of the Digital Literacy Programme, ensuring seamless integration of digital literacy devices into classroom activities, resulting in a 95% adoption rate.
2. Advocated for the safe and ethical use of technology in learning, fostering a secure digital environment and promoting responsible digital citizenship.
3. Provided comprehensive classroom support and training for teachers, equipping them with the necessary skills for effective technology integration, resulting in a 90% increase in teacher confidence.
4. Pioneered innovative solutions to enhance digital learning experiences, leading to a 20% increase in student engagement and significant improvements in learning outcomes.
5. Offered first-line support and maintenance for ICT services, resolving technical issues promptly.

EDUCATION

1. BSc. Information Science (2016-2021)

Technical University of Kenya

2. Certificate in Software Engineering(Ongoing)

PLP Academy

3. AWS Certified Cloud Practitioner (2024)

Ajira E-mobilis Training Institute

4. Computer Packages (2016)

WangPoint Technologies

PROFESSIONAL TRAININGS

Introduction to Cybersecurity and
Introduction to Data Science-**Cisco Networking Academy**

Cybersecurity Essentials - **Cisco Networking Academy**

Advance Microsoft Excel and
Statistics for Business Analytics
using MS Excel-**Udemy**

AI Career Essentials- **ALX Africa**

INTERESTS

Writing on my GitHub and Joomla
content management system

Learning new skill especially in
Business Intelligence, Programming
and Research

Travelling

Volunteering

Participated in Jomo Kenyata
Foundation's Elimu Scholarship
Selection Process (2023) and ESR
Census (2024)

INTERNSHIP AT KENYA REVENUE AUTHORITY –

Kenya School of Revenue Administration

(January 2022-Deceber 2022)

Key Responsibilities and Achievements

1. Proactively addressed and resolved 95% of student inquiries within 24 hours, showcasing a deep understanding of their needs and ensuring a smooth examination process.
2. Spearheaded efforts that led to a new record increase in graduation rates by efficiently clearing students for research projects and compiling graduation lists, demonstrating the potential to drive positive academic outcomes.
3. Maintained and updated examination records with 40% improved data accuracy, highlighting a dedication to detail and accuracy that positively impacted organizational efficiency.
4. Streamlined result analysis processes, reducing processing time by 40% while maintaining accuracy, showcasing the potential to drive efficiency and productivity improvements.

ATTACHMENT AT KENYA REVENUE AUTHORITY – Knowledge Management Unit (January 2021-March 2021)

Key Responsibilities and Achievements

1. Proactively initiated calls to staff before knowledge management sessions, resulting in a 90% response rate and enabling effective feedback collection.
2. Managed knowledge capture tools and SLA monthly reports, ensuring a 100% completion rate and comprehensive documentation of key metrics.
3. Published knowledge resources on the corporate knowledge base, increasing accessibility by 30% and enhanced user experience by uploading thumbnails to relevant knowledge resources on the corporate knowledge base, improving engagement by 20%.

PROJECTS

1. Data Analysis Using AWS QuickSight. Integrated advanced analytics to automate real-time data, enabling immediate access to critical insights, which drastically cut down detection times and boosted operational efficiency.

2. Design, Development and Hosting websites on Amazon S3. Created and configured S3 bucket with ACLs and Versioning and public access settings.

3. Cloud Security with AWS IAM. Configured IAM that helps securely control different users' access to AWS account's resources.