

# CECILIA WANJIRU

## Data Analyst

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 Nairobi, Kenya

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## PROFESSIONAL SUMMARY

Dedicated Data Specialist with over 2 years of hands-on experience managing databases, and handling system administration in demanding government settings. I have strong skills in SQL database work, data analysis, and troubleshooting technical issues while keeping users happy and systems running smoothly. My background includes automating processes through SQL scripting, maintaining data quality across systems, and delivering responsive support to end-users. I bring solid technical knowledge combined with clear communication skills to help users solve problems effectively.

## TECHNICAL SKILLS

### Database & Programming

- SQL (MySQL, MS SQL Server) - Writing queries, optimization, stored procedures
- Python - Data handling, automation scripts
- Database Design & Normalization
- Data Migration & ETL Processes
- Database Backup & Recovery

### Data Analytics & Reporting

- Power BI - Dashboard creation, DAX formulas
- Microsoft Excel (Advanced) - Power Query, Pivot Tables, VBA
- Google Sheets - Apps Script, Data Analysis
- Data Visualization & KPI Tracking
- Statistical Analysis & Reporting

### IT Support & Systems

- Windows OS (7/10/11), Windows Server
- Active Directory - User management, Outlook Permissions
- Network Troubleshooting (TCP/IP, DNS, DHCP)
- Remote Desktop Support Tools
- Help Desk Ticketing Systems

### Software & Applications

- MS Office Suite (Word, Excel, PowerPoint,
- Database Management Systems (DBMS)
- System Backup & Recovery Software
- Antivirus & Security Tools
- Version Control (Git basics)

## PROFESSIONAL EXPERIENCE

**Data Administrator**

Jan 2024 - Present

*Ministry of Lands, Nairobi***Database Management, SQL Programming & Data Analysis:**

- Built and maintain SQL databases holding over 15,000 land registry records using organized table structures and advanced queries (including JOINs, subqueries, and window functions like ROW\_NUMBER and RANK) to pull ownership histories and spot registration patterns
  - Created SQL stored procedures and triggers that automatically check data quality and prevent bad entries like duplicate parcels or backdated transactions, saving hours of manual checking each day
  - Made databases run faster by adding indexes to frequently searched columns (like parcel IDs and owner names), which dramatically reduced how long searches take
  - Set up automated reports connecting SQL to Power BI that generate weekly dashboards for management, with flexible filtering options by dates, land types, and locations
  - Ran thorough data quality checks using SQL queries during a ministry-wide cleanup project, fixing inconsistencies across thousands of records to achieve high accuracy
  - Wrote Python scripts that work alongside SQL to automatically extract data from CSV files and upload validated records to databases, eliminating manual entry mistakes
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**System Upgrades & Data Migration:**

- Successfully moved over 10,000 land registry records from an old Access database to a modern SQL Server system by writing custom SQL scripts that transformed and validated the data
- Developed ETL scripts in SQL that extracted data from the legacy system, converted formats (like dates and text), and loaded everything into the new database without losing any information
- Put in place a reliable backup system using SQL Server's automated jobs, running full backups daily and transaction log backups every hour with a 30-day retention
- Created clear documentation of the database structure, relationships, and useful query templates, including easy-to-follow guides for staff who aren't tech experts
- Worked closely with different teams during system changes, training 15+ staff members on how to use the new database and basic SQL queries

**IT Support Specialist (Intern)**

Jul 2023 - Oct 2023

*Ministry of Lands, Nairobi*

- Helped senior IT team with database maintenance by running SQL backup scripts, checking database performance, and doing regular data integrity checks
- Contributed to a system upgrade by checking that data migration went smoothly, using SQL comparison queries to make sure record counts and data matched between old and new systems
- Provided initial technical help to about 30 users, solving 15-20 issues daily including password problems, software installations, and basic troubleshooting

- Set up new workstations with proper software, network access, and security settings before handing them over to users
- Learned SQL basics through practical work, writing SELECT queries to get user data, update old records, and create simple reports
- Helped with user training by creating documentation and quick guides for common IT tasks and how to access databases
- Got experience with ticketing systems, remote access tools like TeamViewer, and how to track IT equipment

## EDUCATION & PROFESSIONAL DEVELOPMENT

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### Data Analysis Professional Certificate

Jan 2024 - Apr 2025

*DataCamp (Online)*

**SQL Track:** Advanced querying, database design, joins and subqueries, window functions, stored procedures, query optimization, data manipulation

**Python Track:** Data work with Pandas and NumPy, data cleaning, automation scripting

**Power BI Track:** Dashboard development, DAX calculations, data modeling, and visual analytics

### Bachelor of Business Information Technology

Jan 2021 - Nov 2023

*KCA University, Nairobi*

Second Class Honours, Upper Division

**Relevant Coursework:** Database Management Systems, SQL Programming, Systems Analysis & Design, Network Fundamentals, IT Project Management, Data Structures & Algorithms, Web Development, Information Security

## KEY PROJECTS

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### Land Registry Database Optimization Project

Redesigned the database structure and added optimized SQL indexes, bringing down average search times from 8 seconds to about 2.4 seconds for the most common land searches. Also set up stored procedures for automated monthly reports.

### Automated Data Validation System

Built a SQL-based validation system with over 15 custom queries that catch data problems, duplicates, and missing information. Connected it with a Python script that automatically emails alerts to the data entry team when issues come up.

## KEY COMPETENCIES

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- SQL Query Development & Optimization

- Technical Troubleshooting & Problem Resolution

- Database Administration & Management

- Customer Service Excellence
- Technical Documentation
- Time Management & Prioritization
- Data Migration & System Upgrades
- Data Security & Confidentiality
- Analytical Thinking & Attention to Detail
- Process Automation & Efficiency
- Team Collaboration & Training
- Fluent in English & Kiswahili

*References  
available upon  
request*