<p align="center">**CURRICULUM VITAE**</p>

CLINTON KARIUKI GITONGA

Phone: +254 700 820 993

Email: clintongitonga82@gmail.com

Professional Summary

Business IT professional with hands-on experience in business development, IT support, digital transformation and web development. Skilled at aligning technology with business goals, streamlining operations, and improving service delivery. Passionate about using innovation to drive organizational success.

Education

Bachelor of Science in Business Information Technology
Jomo Kenyatta University of Agriculture and Technology (JKUAT), Juja
Graduation: 2025

Short Courses and Certification

Google IT Support Certificate
Coursera (Completed March 2024)

Online Business Essentials Course
Completed October 2024

Google Career Certificate: Data Analytics *(In Progress)*

Work Experience

Business Development Strategist
Central Sunshine Academy, Nyeri
October 2024 – May 2025

- Negotiated contracts with suppliers and vendors, securing favorable terms.
- Set individual and team sales targets to drive admissions.
- Coordinated with marketing to develop promotional materials.

IT Support Technician

Kenya Power and Lighting Company (KPLC), Nairobi

August 2023 – February 2024

- Provided technical support for hardware, software, and network issues.
- Maintained and repaired desktop computers, printers, and devices.
- Set up new workstations and ensured secure network connectivity.

IT & Business Support Assistant

Kimahuri Dairy Firm, Nyeri

June 2022 – June 2023

- Assessed business risks and developed mitigation plans.
- Implemented CRM strategies to boost client satisfaction.
- Managed inventory to optimize supply chain efficiency.

Accomplishments

- Developed and implemented a business plan that improved school operations and long-term strategy.
- Digitized over 80% of manual inventory records, increasing stock accuracy and reducing errors.

Community Service & Volunteering

IT & Inventory Support Assistant

Kimahuri Dairy Firm, Nyeri

January 2022 – June 2022

Operations Support Volunteer

Small 5 Matatus, Nyeri

January 2022 – June 2022

Skills

- IT Support
- Troubleshooting
- Data Analysis Tools
- Business Strategy
- Inventory Management
- Communication
- Teamwork
- Problem Solving

Languages

- English and Kiswahili: Fluent
- French: Beginner.

Referees

Available upon request