

Expertise: Statistics and Data Analysis

Dedicated and resourceful analyst with strong leadership and communication skills, focused on impactful global projects. Proven ability to plan, organize, and handle conflicting priorities while adhering to policies and internal controls. My background includes service school house training, where I obtained eleven certifications in soft skills, including "The Power to Make a Difference" and "Professional Phone Skills, Customer Service" among others. Reliable, detail-oriented, and capable of working with minimal supervision, I am adept at fostering positive relationships across diverse cultures and eager to contribute to initiatives at the World Bank.

EDUCATION & COURSEWORK◆ **Moringa School**

Data Science | March 2024 - December 2024

Ongoing

◆ **Access Bank School of Banking and Excellence**

Corporate Banking | October 2023 - December 2023

Merit 81 points

◆ **DataLeum**

Beginner course in Data Analytics and Business Intelligence | November 2023

◆ **Machakos University**

Bachelor of Economics and Statistics | September 2016 - April 2021

Second Class Upper division 64 points

◆ **Tengecha Girls High School**

Kenya Certificate of Secondary Education | 2012-2015

Qualification: B +(Plus) 73 Points

PROFESSIONAL EXPERIENCE & KEY RESPONSIBILITIES**October 2023–July 2024 Access Bank Kenya | Project Coordinator**

- Develop comprehensive project plans and timelines, ensuring clear objectives and deliverables.
- Efficiently allocate resources and manage budgets to ensure cost-effectiveness and project success
- Identify potential risks and proactively develop strategies to mitigate them, ensuring smooth project execution.
- Facilitate clear and consistent communication among stakeholders, providing regular updates and reports on project progress.
- Lead and motivate project teams, fostering a collaborative environment to achieve project goals effectively.
- Ensure project deliverables meet high-quality standards and client expectations through rigorous quality assurance practices.
- Monitor project performance against key objectives and metrics, making data-driven decisions to optimize outcomes
- Manage changes to project scope, schedule, and resources, ensuring minimal disruption and maximizing project flexibility.
- Successfully close out projects, documenting lessons learned and facilitating smooth handover to stakeholders.

Jan 2022 -Dec 2022

Kenya Revenue Authority - | KESRA Systems Admin Intern

- Assisted in data analysis interpretation, summarization and dissemination of data
- Supported the research team with aggregating, synthesizing and analyzing of available data, and development of proof points.
- Responsible for ensuring the integrity of data and its curation for the LMS
- Assisted the Course Developers with a transition of course materials to interactive e-Learning courses, and uploading them to Moodle learning management system.
- Addressed online technical concerns related to course materials to students and trainers while working to improve course accessibility and usability.
- Maintained the LMS serving several users and supporting all on-site and off-site system users
- Demonstrated understanding of the purpose and capabilities of a Learning Management System (LMS) from a theoretical, hands-on, application and strategic focus
- Assisted other team members in providing next level Help Desk support

May 2019 - Aug 2019

Imarisha Society SACCO | Finance Officer Attaché

- Budget planning, preparation and implementation
- Conducted financial analysis and drafting of regular strategic reports
- Prepared financial statements, monitoring expenditure and maintaining of organization ledgers
- Assisted in account reconciliation
- Performed periodic financial analysis to detect and resolving problems

Feb 2019-Feb 2020

Machakos University | Academic and ICT secretary Leadership

- I was in charge of student's welfare ranging from health, accommodation and security.
- Attended administrative meetings to air out student issues and advocate for student rights in peaceful and concise manner.
- Ensured timely release and allocation of student bursaries, prioritizing the neediest students.
- Collaborated with the Office of Research Innovation and Linkages to promote student research participation.
- Ensured a 24-hour WIFI system and extend library hours to weekends.
- Facilitated student involvement in volunteer programs.

SOFT SKILLS CERTIFICATIONS ACQUIRED 2024.

- ◆ Being a Valuable Employee
- ◆ Customer Service
- ◆ Effective Email Communication
- ◆ How to Impress Difficult Callers
- ◆ Professional Phone Skills
- ◆ The Power to Make a Difference
- ◆ Time Effectiveness for Employees

REFEREES

Mr. Davies Ongayo

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