

MUTUA DEBORAH MUTHEU
INFORMATION TECHNOLOGY(IT)PROFESSIONAL
Cell: +254 743 745 781; Email: mutheudebora19@gmail.com

PROFESSIONAL PROFILE

Energetic and highly effective entry-level Information Technology Specialist. Being a highly innovative, self-motivated, competent team player and enthusiastic towards self-growth and improvement, makes me a value-add to any team I am part of.

EDUCATION BACKGROUND & PROFESSIONAL QUALIFICATIONS

Ongoing: Bachelor of Science in Information Technology, Dedan Kimathi University of Science and Technology, Nyeri.

2016: Kenya Certificate of Secondary Education, Makueni Girls' High School, Makueni.

Additional Training

- Certificate in Linux Essentials and Network systems security, Cisco (2022)
- Certificate in business education (Entrepreneurship for Everyone, collaboration between Dedan Kimathi University and a German University, 2020)
- Certificate in Network security cisco (2023)
- Certificate in Internet of Things cisco (2024)

KEY SKILLS & COMPETENCIES

Time Management Skills | Team Player | Excellent Communication and Interpersonal Skills | Strong Emotional Intelligence | Planning & Organizational Skills | Proficiency in Computer Application | Proficiency in Web Development | Proficiency in UI UX Design and Implementation | Proficiency in Research | Leadership Skills | Analytical Skills | Result Oriented | Report Writing | Ability to multitask and Prioritize work | Innovation & Creativity

PROFESSIONAL WORK EXPERIENCE

Interim Electoral of Boundaries Commission (IEBC)

August 2022

Polling Clerk

- Attend training sessions and briefings provided by electoral services.
- Setting up and organizing the allocated polling station.
- Keeping the polling station neat and tidy.
- Issue ballot papers to voters.
- Ensure voters cast their votes in secret and put them into the ballot box.

COMMUNITY SERVICE & PERSONAL INTERESTS

Personal Interests: Peer counselling and motivation talks, Programming, Travelling, listening to music, Socializing, Learning new skills.

Community Service:

- Part of community clean up.
- Engaging in voluntary community work such as visiting the elderly and children's homes.
- Taking part in tree planting activities.
- Participated in substance abuse and HIV prevalence awareness activity aimed to minimize the epidemic in the university and the nation at large.
- Participated in the organizing of road safety civic education held in my university in partnership with the NTSA.
- Participated in the memorial walk of road accident victims organized by the NTSA in Nyeri.
- Attended a peer counselling program held in my university.

REFEREES

Mister Jackson King'oo

Information Technology specialist

Email: jacksonking'oo73@gmail.com

KISWAHILI CV

DEBORAH MUTUA MUTHEU

MCHANGANUO WA TAALUMA YA TEKNOLOJIA YA MAELEZO (IT)

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PROFAILI YA TAALUMA

Mtaalamu mchanga na mwenye ufanisi mkubwa katika Teknolojia ya Habari. Kuwa mtu mwenye ubunifu mkubwa, mwenye kujitegemea, mchezaji mzuri wa timu, na mwenye hamasa kuelekea ukuaji binafsi na maendeleo, kunanifanya kuwa na thamani kwa kila timu ninayoshiriki.

MAELEZO YA ELIMU & SIFA ZA KITAALUMA

Inaendelea: Shahada ya Sayansi katika Teknolojia ya Habari, Chuo Kikuu cha Sayansi na Teknolojia cha Dedan Kimathi, Nyeri.

2016: Cheti cha Elimu ya Sekondari ya Kenya, Shule ya Sekondari ya Wasichana ya Makueni, Makueni.

Mafunzo Mengine

- Cheti katika Linux Essentials na Usalama wa Mifumo ya Mtandao, Cisco (2022)
- Cheti katika elimu ya biashara (Ujasiriamali kwa Kila Mtu, ushirikiano kati ya Chuo Kikuu cha Dedan Kimathi na Chuo Kikuu cha Ujerumani, 2020)
- Cheti katika Usalama wa Mtandao wa Cisco (2023)
- Cheti katika Intaneti ya Vitu vya Cisco (2024)

UJUZI MUHIMU & UWEZO

Ujuzi wa Usimamizi wa Muda | Mchezaji wa Timu | Ujuzi Bora wa Mawasiliano na Uhusiano wa Kibinafsi | Uwezo Mkubwa wa Hisia za Kihisia | Uwezo wa Mipango na Utaratibu | Ufanisi katika Matumizi ya Kompyuta | Ufanisi katika Maendeleo ya Wavuti | Ufanisi katika Ubunifu na Utekelezaji wa UI UX | Ufanisi katika Utafiti | Ujuzi wa Uongozi | Ujuzi wa Uchambuzi |

Mwelekeo wa Matokeo | Andika Ripoti | Uwezo wa kufanya kazi nyingi na Kipaumbele cha kazi
| Ubunifu na Uumbaji

UZOEFU WA KAZI WA KITAALUMA

Tume ya Mpito ya Mipaka ya Uchaguzi (IEBC) Agosti 2022

Karani wa Uchaguzi

- Shiriki mafunzo na mikutano ya maelekezo iliyotolewa na huduma za uchaguzi.
- Kuanzisha na kuandaa kituo cha kupigia kura kilichopewa.
- Kuweka safi na maridadi kituo cha kupigia kura.
- Kutoa karatasi za kupigia kura kwa wapiga kura.
- Kuhakikisha wapiga kura wanapiga kura zao kwa siri na kuziweka kwenye sanduku la kupigia kura.

HUDUMA KWA JAMII & MIPENDELEO YA KIBINAFSI

Mipenzi ya Kibinafsi: Ushauri wa rika na hotuba za motisha, Uprogramu, Kusafiri, kusikiliza muziki, kijamii, Kujifunza ustadi mpya.

Huduma kwa Jamii:

- Sehemu ya usafi wa jamii.
- Kushiriki katika kazi za hiari za jamii kama vile kutembelea wazee na nyumba za watoto.
- Kushiriki katika shughuli za kupanda miti.
- Kushiriki katika shughuli za ufahamu wa matumizi ya dawa za kulevya na maambukizi ya VVU lengo likiwa kupunguza janga hilo katika chuo kikuu na taifa kwa ujumla.
- Kushiriki katika kuandaa elimu ya raia juu ya usalama barabarani iliyofanyika katika chuo changu kikuu kwa ushirikiano na NTSA.
- Kushiriki katika maandamano ya kumbukumbu ya waathiriwa wa ajali za barabarani yaliyoandaliwa na NTSA huko Nyeri.
- Kuhudhuria programu ya ushauri wa rika iliyofanyika katika chuo changu kikuu.

MAREJELEO

Bwana Jackson King'oo

Mtaalamu wa Teknolojia ya Habari

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