Edith Kosgey

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PROFILE

Highly motivated and detail-oriented Software Engineering student at Kisii University with proven experience in **data entry and LMS content editing**. Skilled in uploading, formatting, and proofreading digital learning materials while ensuring accuracy, accessibility, and learner engagement. Proficient in Microsoft Office Suite, Google Sheets, and programming in **C, Python, and JavaScript at an intermediate level**, capable of developing scripts and applications to solve real-world problems. Known for being dependable, organized, and adaptable, with the ability to manage multiple tasks under tight deadlines while maintaining data integrity. Passionate about contributing to **data-driven operations, software development, and e-learning content management**.

TECHNICAL & COMPUTER SKILLS (Updated)

- Data Entry Tools: Microsoft Excel (Advanced), Word, Google Sheets

- Typing Speed: Fast and accurate

- Programming (Intermediate): **C, JavaScript, Python,HTML & CSS** – able to design, debug, and implement functional applications and scripts

- Soft Skills: Attention to detail, Communication, Time management

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EDUCATION

Kisii University, Kisii, Kenya
Bachelor of Science in Software Engineering : September 2024 – Expected completion 2028
Predicted Grade: First Class Honors

Lugulu Girls High School, Bungoma, Kenya
Kenya Certificate of Secondary Education (KCSE) – 2019-2022
Key Subjects:

- English: B | Kiswahili: A- | Mathematics: B-

- Chemistry: B+ | Biology: B | Physics: B

- Geography: A | Christian Religious Education: B+

EXPERIENCE & VOLUNTEERING

Data Entry – Skillcat Company – Remote / Kenya
May 2025-present.

Part-time.

- Enter, format, and maintain digital learning content (videos, documents, quizzes) in the LMS, ensuring accuracy and consistency.

- Proofread and edit course materials to improve clarity, accessibility, and learner engagement.

- Collaborate with instructional designers, trainers, and administrators to implement content updates and corrections.

- Ensure compliance with accessibility standards by adding captions, alt text, and structured headings.

- Apply metadata and tagging to improve content searchability within the LMS.

- Manage multiple course uploads and updates under tight deadlines while maintaining accuracy.

Secretary – Denlex Limited Company – Eldoret, Kenya
January 2023 – December 2023

- Scheduled meetings and managed executive calendars

- Maintained, organized digital and paper records

- Demonstrated excellent Microsoft Office skills (Word, Excel, PowerPoint)

- Performed tasks with a high level of accuracy and confidentiality

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TECHNICAL & COMPUTER SKILLS

- Data Entry Tools: Microsoft Excel (Advanced), Word, Google Sheets

- Typing Speed: Fast and accurate

- Programming (Intermediate knowledge): C, JavaScript, Python,HTML &CSS

- Soft Skills: Attention to detail, Communication, Time management

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ACHIEVEMENTS

- Active and certified member, Kisii University Computing Association (2024-2028)

- Tutored peers in basic computer applications and programming

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HOBBIES & INTERESTS

- Dancing: Helps maintain discipline and focus through routine

- Watching Tutorials: Self-learning new tech tools and data-related problem solving