

**Edna Achieng Okundi**  
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## Summary:

- Experience in Project management.
- Knowledge in programming
- 10 years' experience in Research and Data management
- Qualified and Certified Financial Manager
- Trained and Certified in Qualitative Research Methods and Ethics
- Communicator, Presenter and Trainer.
- Management of a small team of researchers.

## Work Experience:

**Project Coordinator/Medical device Specialist:** Boston Scientific: Maple Grove MN 26<sup>th</sup> April 2021 to Date

- Assessing and monitoring the medical devices availability, quality in batches/types, processes, and production in readiness for the packaging and deliveries.
- Plan and assign daily responsibilities and tasks in liaison with other departments for easy flow of work.
- Communicate frequently to verify all sections are properly equipped with device requirements and necessary tools to meet standards and deadlines.
- Identify, resolve and/or report to the Manager, the Challenges/threats to the production processes.
- Analyze and track data, informing Project Manager/Supervisor of status updates and projections.
- Mold and Stretch the medical devices as needed.

**Snr Program Coordinator Twin Cities African Centre of Influence (TCACI):** 28<sup>th</sup> May to 30<sup>th</sup> August 2021.

- Lead and designed the rollout of the project.
- Identified best practices for Rental program that helped at least 5 people weekly to apply for rental Assistance.
- Collaborated with KCC Board, ACER and other partners to uncover insights, make recommendations, update evaluation metrics to meet Program objectives.
- Attended partners meetings and provided supportive materials for Networking.
- Prepared monthly reports and invoices.

**Project Coordinator:** Impact Research and Development Organization: FEM PrEP Follow Up Project Bondo; (FHI360's). Jan 2013-Dec 2013.

- Made project's submissions to KEMRI-ERC and followed up for approvals.
- Cleaned and validated demographic data, reviewed transcripts, and made corrections with the team for quality assurance.
- Developed the project's Work Plan, prepared weekly, monthly and quarterly reports.
- Trained HTC counsellors on the project's objectives and CHWs on Community Health sanitation and Counselling.

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- Held meetings and liaised with other stakeholders to draw up a synergistic work plan.
- Approved project's requisitions, LPO's and staff timesheets.
- Verified payment vouchers and cheques.

**Research Assistant/Data clerk/ Transcriber/Translator:** Family Health International (FHI 360). May 2006-11<sup>th</sup> December 2012.

- Collected Data by conducting over 60 interviews including Focus group discussions, KIIs and SSIs.
- Did data entry on 20 questionnaires per day for three months.
- Mobilized, recruited 56 participants, (contraceptive users), did follow ups on a quarterly basis for one year.
- Organized distributed and monitored communication campaigns materials as intervention/evaluation tools.
- Transcribed and translated over 150 recorded interviews.

**Education:**

**University of Minnesota, USA**

- Data Visualization and Analytics, 2022

**University of Nairobi, Kenya**

- Bachelor of Commerce, Finance, 2018

**Great Lakes University of Kisumu, Kenya**

- Masters in community Health and Development (Pending)
- Higher Diploma in Community Health and Development, 2011.
- Diploma in Community Health and Development, 2008.

***Other Trainings;***

- *Qualitative research methods and research ethics. (Family Health International 360).*

**Kenya School of Monetary Studies, Nairobi, Kenya.**

- Certificate Banking and Financial Services, 2003.

**Kaptumo High School, Kapsabet.**

- Kenya Certificate of Secondary Education, 1989 – 1992