

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.

Technical Skills:

- Python, R, SQL, VBA, JavaScript, Tableau, D3.js, Plot.ly, Leaflet.js, Matplotlib, PostgreSQL, MongoDB, Pandas, NumPy, SciPy, SQLAlchemy, VisualCode, Jupyter Notebook, Hadoop, PySpark, S3, VBA, Macros, Pivot Tables/Charts, Index/Match VLOOKUP, Machine Learning.

Projects:

- **Election Analysis:** an analysis to conduct an election audit for the Colorado Board of Elections. Using Python/Jupyter Notebook to determine number of votes cast, list of candidates who received votes etc. Github link: https://github.com/EdnaOkundi/Election_Analysis.git
- **Credit -Risk_Analysis:** to create a supervised machine learning model that could accurately predict credit risk. Using Jupyter Notebook, 6 different methods were tested. Github Link: https://github.com/EdnaOkundi/Credit_Risk_Analysis.git.

Work Experience:

Project Coordinator/Medical device Specialist: Boston Scientific: Maple Grove MN 26th 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 and inspect the medical devices as needed.

Snr Program Coordinator: Twin Cities African Centre of Influence (TCACI) Brooklyn Center MN: 28th May to 30th 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: Kisumu Kenya, 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.
- 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: Kisumu Kenya, Family Health International (FHI 360). May 2006-11th 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:

- **Boot Camp Certificate:** University of Minnesota, Minneapolis,
A 24-week intensive program focused on gaining technical programming skills in Excel, VBA, Python, R, JavaScript, SQL Databases, Tableau, Big Data, and Machine Learning.
- **Bachelor of Commerce, Finance, 2018**
University of Nairobi, Kenya.

- **Masters in community Health and Development (Pending)**
- **Higher Diploma in Community Health and Development, 2011.**
- **Diploma in Community Health and Development, 2008.**
Great Lakes University of Kisumu, Kenya.
- **Qualitative research methods and research ethics.**
Family Health International 360, North Carolina, USA.
- **Certificate Banking and Financial Services, 2003.**
Kenya School of Monetary Studies, Nairobi, Kenya.
- **Kenya Certificate of Secondary Education, 1989 – 1992**
Kaptumo High School, Kapsabet. Kenya