

Eric Nyongolo



Location: Nairobi, Kenya

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GitHub: <https://github.com/EricNyongolo>

Personal Website: <https://ericnyongolo.vercel.app>

Headline

IT Support & Administrative Professional | Web Developer | Data & Document Management

Professional Summary

"Passionate IT and Administrative professional with experience in office management, data entry, and web development. Skilled in document management, basic computer maintenance, and customer support. Fluent in French, English, and Swahili, I am eager to contribute my skills to a dynamic organization and grow professionally."

Work Experience

1) Secretary – Public Secretariat “Grâce à Dieu”

Industry: Governmental | **Size:** Small (1– 10 employees)

Job Category: Administrative / Clerical

Job Level: Entry Level / Student or Recent Graduate

Period: Jan 2016 –2018

Responsibilities:

- Managed correspondence and administrative documents

- Prepared documents for staff and visitors, including letters and forms

- Scanned, photocopied, and organized official records
- Organized meetings and welcomed visitors
- Maintained archives and tracked official documents
- Entered and updated data using Microsoft Word and Excel
- Assisted in coordinating team activities

2) IT Intern – Hospital Saint Joseph Grippa de Kamanyola

Industry: Health / Hospital | **Size:** Medium (50–100 employees)

Job Category: IT / Trainee | **Job Level:** Student or Recent Graduate

Period: Oct 2018 – Dec 2020

Responsibilities:

- Installed and configured software and computer systems
- Performed basic computer maintenance (hardware & software)
- Managed electronic records and document organization
- Assisted staff with IT-related tasks and technical issues
- Prepared reports and technical documentation

3) Web Development Projects (Freelance / Personal)

Responsibilities:

- Created static websites using HTML, CSS, and JavaScript
- Hosted and optimized websites on Vercel

- Implemented front-end designs for small organizations

Education

Hope Africa University

Degree: Bachelor's Degree in Computer Science / IT

Grade: 71% (Upper Second Class / Good)

Period: February 2022 – February 2025

Study Summary:

Focused on Web Development, IT Support, and Computer Networks

Gained practical skills in Microsoft Office, HTML, CSS, JavaScript

Completed projects on website development and network management

Kayange Institut of Kamanyola

Degree: High School Diploma – General Agriculture

Grade: 62% (Good / Credit)

Period: 2009 – 2015

Study Summary:

- Studied general agriculture and related sciences
- Developed skills in organization, record keeping, and project management
- EP Kanshala de Kamanyola

Degree: Primary School Certificate

Grade: 79% (Excellent)

Period: 2004 – 2009

Study Summary:

Basic education, literacy, numeracy, and foundational skills in science and social studies

Skills / Skillset

- Technical / IT Skills
- IT Support / Trainee
- Basic Computer Maintenance (Hardware & Software)
- Installation & Configuration of Software / Systems
- Data Entry & Electronic Record Management
- Microsoft Word, Excel, PowerPoint
- Document & Archive Management
- HTML / CSS / JavaScript
- Website Hosting (Vercel)
- Administrative / Office Skills
- Administrative / Clerical Tasks
- Organizing Meetings & Schedules
- Handling Correspondence & Official Documents
- Scanning, Photocopying, Filing
- Coordination & Team Support
- Soft Skills
- Problem Solving / Troubleshooting
- Attention to Detail
- Communication Skills (French, English, Swahili)

- Teamwork / Collaboration
- Adaptability & Quick Learner

Languages

French – Fluent / Native

English – Fluent

Swahili – Fluent / Native

Professional References

1) Richard Chirubagula

Teacher

Email: richard.chirubagula@gmail.com

Contact: +254 010 743 371

2) Christian Nshombo

Teacher

Email: christiannshombo@gmail.com

Contact: +254 717 763 475

Hobbies & Interests

- Football, amp; sports analytics;
- Technology exploration;
- Community Volunteeng
- Reading & podcasts
- Web development practice;

- Music & entertainment

Professional Summary / Conclusion

Motivated, detail-oriented, and versatile professional with solid experience in administration, IT support, and document management. Fully committed to continuous learning and delivering high-quality work. Open to new opportunities and dedicated to contributing positively to any organization that entrusts me with responsibilities.