

Esther Wavinya Ndavi

Geologist | Software Developer | Technical Writer

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EDUCATION

Master of Arts in Leadership and Applied Ministries

KAG EAST University

09/2025 - Present

Courses

- Specialization, Biblical Studies(Ongoing)

Diploma in Software Engineering

Google Africa Developer Training Program

01/2019 - 02/2022

Bachelor of Science in Geology

University of Nairobi

09/2017 - 09/2021

Second Class Honours, Upper Division

WORK EXPERIENCE

Administrative Assistant, School of Bible and Theology

KAG EAST University

04/2025 - Present

Achievements/Tasks

- Adding/removing students from units on the Learning Management System & Responding to questions from potential students about admissions, programs, and requirements
- Timetable Distribution/Enquiries: Providing class schedules and semester timetables.
- Class Confirmation: Verifying if scheduled classes are actually taking place & Reporting cases where lecturers miss classes without communication & Complaints about lecturers not updating students via WhatsApp groups.
- Receiving cases of missing marks for both ongoing and graduating students & Posting official communication and updates regularly to student groups.
- Assist team members in troubleshooting and effectively using Google Workspace tools such as Google Sheets, Google Docs, and Google Forms, improving team productivity.

Technical Writer

UgTechMag

04/2022 - 02/2023

Achievements/Tasks

- Develop product manuals, how-to guides, website help sections, journal articles on current Tech News for Kenyan audiences.

Software Developer

Sibasi Ltd

08/2021 - 02/2022

Achievements/Tasks

- Cleaned & analysed data using SQL for internal use. Analysed and visualized data using PowerBI for various clients' power platforms and reports' dashboards thus increasing the number of clients by 30%.

SKILLS

Google Workspace

Microsoft Office 365

Canva

MySQL

PostgreSQL

Zapier

Trello

Slack

Asana

VideoPsalm

Microsoft Power Platform

React

Angular

Express

Django/Flask

MongoDB

NodeJs

Notion

Buffer

PROJECTS

Problem Solving using Python

- Documentation

R - Object Oriented Programming

- OOP

Weather App

- Weather application uses openweather API, tracks your location, one can also type their location or search any location to see the weather conditions at the time of using it. Tech Stack: JavaScript

ToDo App

- A to do application where one can post their to do list, edit them, delete them and also add others. Tech Stack: JavaScript

ACHIEVEMENTS

Write the Docs - Kenya - Community Coordinator (01/2022 - Present)

A peer-to-peer meetup for technical Writers, UX Writers, Content Writers, Authors and Editors. I coorganize community events and webinars for learning purposes of the community members.

KamiLimu cohort 6.0 Mentee (08/2021 - 05/2022)

An Award-winning mentorship program that up-skills STEM university students with skills not taught in a classroom setup. I was one of the 37 mentees accepted into the program with a 21% acceptance rate.

Google Africa Developer Scholarship Program (06/2021 - Present)

This program aims to engage with existing and aspiring developers to help them build the skills they need to find a job after the program is over. Recognized as an outstanding Mobile Web Specialist(Angular) Mentor by Google and Andela.

REFERENCES

Edith Mwaniki - 0727237258

Mary Wanjiru Kariuki - 0728344392

Henry Njoroge - 0727446992

VOLUNTEERING

Kenya Red Cross - Nairobi County

Full Gospel Churches of Kenya, Buruburu - Media Personnel

KAG EAST International Journal & Conference Club - Chairperson