

CURRICULUM VITAE

PERSONAL INFORMATION

Glenda Waithira Maina
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Date of birth: 23/06/2003
Nationality: Kenyan
Languages: English, Kiswahili

PROFILE

As a self-driven, responsible, and resilient individual pursuing a degree in Business and Information Technology (BBIT), I thrive in diverse working environments. I am hardworking, flexible, and excel in critical thinking and problem-solving. Equipped with strong communication and leadership skills, my abilities include project management, data analysis, IT proficiency, and teamwork, making me a valuable asset to any organization.

EDUCATION

1. Dedan Kimathi University of Technology, Nyeri Main Campus from October 2021 to August 2024
Expected Graduation: December 2024
2. Secondary School: Gatero Girls High School, Nyahururu, Laikipia from January 2017 to 2021
KCSE Grade: B
3. Primary School: Springs Junior Academy, Nakuru from 2007 to 2016
KCPE Score: 333 marks

SKILLS

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- **Web Development Proficiency:** Skilled in creating websites using programming languages such as JavaScript, HTML, and CSS.
 - **Database Management:** Experienced in efficiently managing databases with practical knowledge of SQL database systems.
 - **Problem-Solving Skills:** Adept at troubleshooting hardware and network issues, as well as fixing bugs in software and systems.

- Project Management: Competent in planning, executing, and overseeing IT projects, ensuring timely and budget-compliant completion, backed by formal training in project management.

ACHIEVEMENTS

- I received a certificate in high school for participating in a computer studies contest.
- Earning an IT certification from Cisco's CCNA validate my skills in configuring Cisco networks.

CERTIFICATION

2024 Cybersecurity Awareness and Innovation
2024 Building Strategic Foresight Capabilities
2022 Cisco CCNA in Cisco networks

WORK EXPERIENCE

Parts & Procurement Casual (stock taking) –The Seven Four Eight Air Services.

Duties :

- Conducted regular and thorough inventory checks of airplane parts.
- Utilized inventory management systems to accurately record stock levels.
- Verified quantities against purchase orders and inventory records.
- Ensured that all parts were accounted for and discrepancies were promptly addressed.
- Systematically placed and organized airplane parts in their respective locations.
- Implemented a labeling and categorization system to ensure easy identification and retrieval.

REFERENCES

Name: Mr Michael Muchiri

Occupation: Lecturer at Dedan Kimathi University

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Name: Dr Kinyua Gikunda

Occupation: Chairman Department of Information Technology, Dkut
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Name: Gloria Maina

Occupation :Accountant ,The Seven Four Eight Air Services(K) Ltd

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