

## **CURRICULUM VITAE**

**Name: Harrison Mwai Gitonga**

### **Personal Information**

- Nationality: Kenyan
- National Id No: 41237183
- Religion: Catholic

### **Contact Information**

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- Location: Kiambu, Juja

### **Education**

- **Currently doing A course of Software Development at PLP Africa.**
- **JKUAT (Jomo Kenyatta University of Agriculture and Technology)**
  - BSc in Information Science
  - Expected Graduation: June 2026
  - Relevant Coursework:
    - Selection and acquisition of information resources,
    - Information organization, storage and retrieval
    - Information Systems and Technology
    - Records Management and Archival Informatics
    - Digital Preservation & Management
- **St. Michael Mukui Secondary School**
  - Grade: B-

### **Skills**

- **Technical Skills:**
  - Information Organization, Storage, and Retrieval:**
    - Metadata Management
    - Library Cataloging Systems (e.g., Koha, Folio)
    - Database Management Systems (DBMS)
    - Information Retrieval Techniques
    - Search Engine Optimization (SEO)
  - Information Systems and Technology:**
    - Systems Analysis and Design
    - Network Administration
    - Software Installation and Configuration

- Hardware Troubleshooting
- Operating Systems (Windows, Linux)

**Records Management and Archival Informatics:**

- Document Management Systems
- Electronic Records Management Systems (ERMS)
- Digital Imaging
- Archival Description Standards (e.g., ISAD(G))

**Digital Preservation & Management:**

- Digital Preservation Tools
- File Format Migration
- Data Backup and Recovery
- Content Management Systems (CMS)
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● **Soft Skills:**

- Communication: Excellent verbal and written communication skills, honed through moderation and dissemination roles.
- Teamwork: Collaborative and able to work effectively in team settings.
- Problem-solving: Analytical and detail-oriented, with a proactive approach to challenges.
- Organizational Skills: Demonstrated ability to manage time effectively and prioritize tasks.
- Leadership: Experience in a leadership role as a moderator and President in my former .
- Adaptability: Quick learner, able to adapt to new environments and technologies.
- Interpersonal Skills: Strong ability to build rapport and work with diverse groups, gained through community and volunteer activities.
- First Aid and Emergency Response: Certified First Aider, with knowledge of emergency procedures.

● **Language Skills:** English (Fluent), Swahili (Fluent)

**Experience**

● **Dissemination Officer, JKUAT Red Cross (2023/2024)**

- Responsible for disseminating information about Red Cross activities and initiatives to the student body.
- Developed and implemented communication strategies to increase student engagement.
- Collaborated with other officers to organize and execute awareness campaigns.

● **Volunteer, Cyber Work, Kibingoti, Kirinyaga**

- Volunteered in cyber work (assisting with basic computer training, data entry, or network setup)
- Assisted community members with computer needs.
- Contributed to improving digital literacy in the community.

**Extracurricular Activities**

- Member, JKUAT Catholic Community (CATCOM)
- Member, JKUAT Red Cross Chapter
- Moderator, SCC, JKUAT Catholic Community

**Awards and Certifications**

- Certified First Aider, Red Cross JKUAT Chapter
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