

# JEAN MARY ONYURO

Project Manager and IT Specialist

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## OBJECTIVE

Project Manager and IT Specialist with 3+ years of experience in project coordination, vendor management, and IT operations. Skilled in managing cross-functional teams, building vendor relationships, and providing performance insights. Possess a Bachelor's degree in Business & IT and certifications in Cybersecurity and Networking. Seeking to leverage my expertise to drive operational efficiency and vendor partnerships at Redington Middle East & Africa..

## PROFESSIONAL EXPERIENCE

### KATRECO COMPANY LIMITED – Kitui County, Kenya

*Project Manager, April 2024 – Present*

- Coordinated project operations, ensuring timely delivery within scope, budget, and compliance standards.
- Built and managed vendor and subcontractor relationships to align business objectives.
- Oversaw progress reporting, risk assessments, and data-driven decision-making.
- Streamlined workflows, enhancing project efficiency and stakeholder satisfaction.

### RELIANCE BROADBAND LIMITED. – Machakos, Kenya

*Office Administrator, Jan 2023 – Jun 2023*

- Managed vendor and client communications for a fiber optics distribution company.
- Supported order management and supply chain processes for IT products.
- Coordinated product enablement tasks and tracked performance data for reporting.
- Maintained organized operational records, improving team efficiency.

### MACHAKOS UNIVERSITY – Machakos, Kenya

*IT Support Staff, June 2022 – Jan 2023*

- Delivered IT hardware and networking support for staff and students.
- Assisted in troubleshooting system issues to ensure operational continuity.

## EDUCATION

### SCOTT CHRISTIAN UNIVERSITY – Machakos

*Bachelor of Business and information Technology ,*  
2018 – 2022

## ADDITIONAL SKILLS & CERTIFICATIONS

- Cisco Cybersecurity Essentials
- Bilingual in English and Swahili
- Microsoft Excel and reporting