

Jackline Jebet

Mail: Jebetjackline2016@gmail.com

+254 724 139 044

<https://www.linkedin.com/in/jackline-jebet-806086203/>

<https://github.com/Jackline-Jebet>

Personal Profile

To be a valuable asset in your company/organization and to work with my best initiative and flexibility to reach the company's goals whereby driven by enthusiasm and high level of integrity through responsibility.

Education

Software Engineering, Web Development & Computer science

Moringa School of Programming

Award: Certificate in Software Development and Computer Science

2022 -2023

Graduate Apprenticeship Program

Lapid Leaders Africa

Award: Certificate in Lead Self Pillar

2021 – 2022

Studied a Guide to Business Analysis Body of Knowledge (BABOK)

Studied Agile and Scrum

2016 – 2020

Bachelor Of Science in Agribusiness Management and Entrepreneurship

South-Eastern Kenya University, Kitui

Attained: Second Class Honors

Kenya Certificate of Secondary Education

2012 - 2015

Tulwo Girls High School, Nandi

Attained: Grade B

2003 - 2011

Certificate of Primary Education

Attained: Grade B

Skills

- **Time Management:** I have always organized and prioritized my work to help me manage time effectively.
- **Flexibility:** I have worked and adapt well in a fast-paced environment and eventually achieved better goals.
- **Team Player:** I have collaborated with others on important clients-based projects, planned carefully and made sure it was completed on time and to a greater standard
- **Computer Skills:** I have good command of Microsoft Office tools: Power point, Word, Excel, Access, Power BI, My SQL. I have used office suit and software tools to write reports, projects and proposals, do representations, calculations
- **Digital marketing skills:** I possess a good knowledge of online marketing techniques, understand sales performance metrics, sales processes and dynamics. I contributed to the development and implementation of the company's vision and developed new strategies to aid the company's growth.
- **Analytical thinking and Problem-solving:** I have a good analytical approach and quantitative reasoning to problem solving. I have helped to identify clients' needs and provided complete and appropriate solutions and expedite the resolution of customers problems and complaints to maximize satisfaction.
- **Negotiating and listening skills:** I have presented, promoted, and sold products and services using solid arguments to different clients and built good relationships by paying about themselves and what they need.
- **Communication & Interaction Skills:** I have related, cooperated, interacted and responded to different kinds of people and used my communication skills to cultivate strong and healthy relationships to benefit the companies I have worked for.
- **Ethical skills:** I've added value and brought a good reputation to the companies have worked for, by behaving ethically and thinking of ethical impacts on others to earn their respect.
- **Agility:** - I have continuously adapted and made improvements to the way I work
 - I have driven, helped, and gained from others to better my work to a higher standard
- **Frameworks and Methodologies:** Agile & Scrum – I have implemented my studies and experience on Agile and scrum to manage and structure my work and made decisions based on Agile principles and values for continuous improvement.

Work Experience

Jan 2022 to Date

Position: Junior Software Engineer/Business Analyst

As a Freelancer in Upwork and other online platforms such as Freelance.com, I have been working as a Business & Data Analyst. And lately I started as a junior software developer after completion of my studies at Moringa School as a Software Engineer student. I have great hands in the following features and skills which have been of great use to me and to the clients.

- Strong Data Analysis skills well versed with data entry/validation/mapping/transformation/cleaning. • Google Forms and Google spreadsheets
- Google Analytics dashboards/reports
- Dashboards/reports in Excel/Tableau
- Advanced Excel/ VLOOKUP, charts/ index
- PowerPoint, Excel, Access, open office, and other software skills

Software Development and programming skills including;

- Software development frameworks and technologies.
- HTML, CSS, JavaScript, React, Node.js, Ruby, Ruby on Rails, Redux, MongoDB, PostgreSQL, Material UI.

Achievements

- Worked with a lot of data related tools and equipment mentioned above to complete projects given to me. • Attended Upwork webinar sessions, training and daily meetings to get a big picture as a remote worker, to improve accuracy and maintain high quality and to stay updated to all Upwork information, jobs, instructions and rules.
- Received good payments from my clients for doing high quality projects as per turnaround time.

June 2022 to Dec Volunteer Work

Position: Scrum Master Volunteer

I Volunteered as a scrum master for an online business(offersgalore.co.ke) an online platform. OffersGalore is an online platform used to advertise different business offers and link them to their prior business owner platforms.

- Conduct meetings and make sure all the members have joined the meetings
- Conduct morning/evening stand-ups to ensure that everyone has a shared understanding of what each member will be doing during the day, as well as double check if there are no impediments that can hinder the sprint goal.
- Contacting research, and Updating the platform with daily offers from different online businesses

Achievements

- Gained experience as a scrum master
- Gained skills on how to use project management tools such as kanban and scrum boards and Jira boards

Aug 2021 to Dec Remotasks Africa

Position: Self Driven Cars Reviewer/Tasker

As a freelancer in Remotasks I worked on self-driven cars projects based on Image Annotation, Lidar Annotation, Document Transcription, including tasks like transcribing audio files, image tagging, moderating contents, annotating cars' images, identifying spams. Some of the key responsibilities are as below.

- Working on LiDAR (Light Detection and Ranging) and segment annotation tasks
- Bee LSS (Lidar semantic segmentation tasks)- painting all the 3D points with their correct label, taking care to have clean & accurate boundaries between different labels using cutting-edge LiDAR technology (e.g. roads versus sidewalks)
- Flamingo Bullet Point Categorization tasks
- Point cloud segmentation tasks
- Annotating images mainly drawing boxes around objects in a 2D or 3D image and assigning their keywords • Categorization and content moderation
- Image transcription and tagging
- Transcribing audio files

Achievements

- Assisted self-driving cars recognize traffic signs and pedestrians, for example
- Attended falcon webinar sessions, training and daily meetings to get a big picture as a reviewer, to improve accuracy and maintain high quality and to stay updated to all Falcon information, instructions and rules.
- Received good payments for doing high quality Falcon extended projects.

Mar 2021 to Aug 2021 Businessclaud Kenya

Position: Sales & Marketing Specialist

As a digital marketer, I oversaw research, understood, identified clients' needs and provided complete and appropriate solutions, identified problematic areas and opportunities to create outcomes that suit the customers' best. Some of my key responsibilities were as follows.

- Specialized in advertising sales, with a concentration on building digital solutions for clients
- Presented, promoted and sold products and services to existing and prospective clients
- Presented the company to potential clients and actively sought out and engaged customer prospects
- Identified emerging markets and market shifts while being aware of recent products and competition status
- Informed customers accurately about the existing products and services, new pricing, payment plans and followed up customer inquiries
- Qualified leads from marketing campaigns, events, self-search, and set up meetings and calls between prospective clients
- Used strong communication skills to cultivate strong long-term trusting relationships with clients and expedite the resolutions of customer problems and complaints

Achievements

- Conducted market research and developed new strategy; a fully advertising platform specialized for all the products with special offers to aid in growing the company's revenue
- Promoted several client's business by increasing brand visibility online and built good relations through prompt responses to the clients' queries

Jun 2019 to Sept 2019 Uasin Gishu County government

Position: Credit Officer Intern

Key Objectives and Responsibilities:

- Registration of Saccos and cooperative societies who need financial support and conducting credit checks on individual clients
- Developing a more understanding of credit and demonstrating knowledge by responding to a range of queries from clients
- Interacting with debtors, responsible relatives, auctioneers, and a variety of public and private agencies to obtain information on debtors' assets, ability to pay and location.
- Capacity building and sensitization of cooperative societies, officials and members across the county to ensure vibrancy in the cooperative sub-sector.
- Checking all filled up loan application forms to ensure that the clients provided all the required documentations in making application decisions.
- Receive, appraise and forward loan application forms from different cooperative societies to the staff committee.

- (Field visit to catchment areas) Attend farmers, market societies and Cooperative union AGMs and meetings to assess demand for financial service in the target area and to mobilize individuals to buy shares in the unions and advice on importance of value addition and diversification
- Compiling statistical records of all catchment areas and classify them accordingly
- Perform credit control function, train and give advice to clients on matters of credit and financial management.
- Receiving and following up on inquiries: educating and orienting prospective borrowers, following up disbursement, supervising and managing loan repayment
- Preparation of reports on debtors aging and cash collections as well as other ad-hoc related reports on request
- Conduct Inspection on cooperative societies and Sacco's premises in order to collect data dealing with the financial and economic analysis of the cooperatives.
- Making and receiving daily collection calls from clients and other clerical works including photocopying and printing of essential documents

Additional Information

Hobbies and Interests

- Networking, Traveling, Community Work
- Fitness, Athletics
- Watching, Cooking

Referees

Dr. Julious Kaia Kilungo

Dean Agribusiness and Economics Department

South-Eastern Kenya University

Mail: Jkilungo@seku.ac.ke

Phone: +254 713 765 570

Mr. ISAAC LAGAT

Director of department of Cooperatives and enterprise development

Uasin Gishu County Government

Mail: isaaclagat@gmail.com

Phone: +254 723 411 793

Dr. Stephen Wambua

Lecturer Agribusiness Management and entrepreneurship

South-Eastern Kenya University

Mail: swambua@gmail.com

Phone: +254 707 946 168