**CURRICULUM VITAE**

**PERSONAL DETAILS:**

**NAME:** Jackline Kibiwot Jeruto

**ID NUMBER:**39047417

**D.O.B:** 10/07/1998

**GENDER:** FEMALE

**AGE:** 26 YEARS

**NATIONALITY:** KENYAN

**PHONE NUMBER:** 0725875650

**EMAIL ADDRESS:** biwottjackline72@gmail.com

**EDUCATIONAL BACKGROUND AND QUALIFICATIONS:**

**2021- 2024**: Bachelor’s Degree in Technology Education (Mechanical option) & Computing- Moi University main campus (Completed 4th Year)

**2016- 2019:** Anin Girls High school (B plain)

**2008- 2015:** Kipkenda Primary school (309 Marks)

**EXPERIENCE**

* **November 2024-** Data entry clerk at World Vision Kenya under **CRIFSUP**
* **December 2024-** Data collection enumerator at World Vision Kenya
* **January-March 2025**- Managed and organized data using **Excel, Google Sheets at Self Help Africa**
* **September 2024**-Data cleaning and quality assurance at Earth Tree Enviro Private Ltd
* **May-July 2023**-Attached at RVTTI as a trainee
* **5th January-23rd March 2023**-Work as an attaché at RM Patel And Partners Limited

**COMPETENCIES AND SKILLS**

❖ Excellent facilitation and training skills.

❖ Strong organizational, interpersonal and writing skills.

❖ Excellent team participant and a motivated independent worker.

❖ Fast learner, innovative and flexible.

❖ **Attention to Detail** (Ensuring accuracy in data entry)

❖ **Time Management** (Meeting deadlines for data tasks)

❖ Analytical **Thinking** (Interpreting and organizing data effectively)

❖ **Problem-Solving** (Identifying and fixing data inconsistencies)

❖ **Confidentiality & Ethics** (Handling sensitive data responsibly)

**PROFESSIONAL SKILLS**

❖ Computer communications

❖ Software installation and maintenance

❖ Software Development

❖ Internet and e-mail communications

❖ Maintenance of computer hardware

**❖** Data Entry & Accuracy

❖ Data Collection & Research

❖ Microsoft Excel / Google Sheets

❖ Database Management

❖ Data Cleaning & Organization

❖ Reporting & Documentation

**COMPUTER SKILLS**

* Microsoft Office(Excel, Word, Power point)
* HTML
* CSS
* JavaScript
* Node js
* Express js
* Database
* Data Collection tools like Kobocollect, CommCare

**REFEREES**

1. Dr. Keter

H.O.D Technology Education Department

Phone no. 0721254793

1. Mrs. Esther Kibor

Principal Anin Girls High school

Phone no. +254 724 646608

1. Mr. Albert Kipchirchir

Full Stack Trainer,

Eldohub Academy

Phone: 0717481718