

KARIUKI JANE MUTHONI

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SUMMARY

I am a passionate and results-oriented professional with a bachelor's degree in business information technology background and hands-on experience in IT support, technical support, and business systems analysis. I possess a strong foundation in networking, databases, business systems, and customer relations. Through voluntary roles, I have gained essential skills in problem-solving, communication, and delivering efficient IT solutions. I am highly adaptable, eager to learn, and ready to make meaningful contributions in any dynamic professional environment.

SKILLS

- IT Support & Troubleshooting
- Business & Information Systems
- Sales & Marketing Strategies
- Database Management
- Networking & Cybersecurity Basics
- Web Technologies
- Microsoft Office Suite
- Communication Skills
- Customer Service Excellence
- Problem-Solving
- Critical Thinking
- Time Management & Organization

EDUCATION BACKGROUND

- Bachelor of Science in Information Technology – University of Embu (2021-2025)
- Kenya Certificate of Secondary Education – St. James Kiaritha Secondary School (2016 – 2020)
- Kenya Certificate of Primary Education – Equator Primary School (2007– 2015)

PROFESSIONAL CERTIFICATIONS

- Cisco Network Security – African Advanced Level Telecommunications Institute (2024)
- Cisco Cybersecurity Essentials – African Advanced Level Telecommunications Institute (2024)

WORK EXPERIENCE

- May 2024 – July 2024 – I.C.T Attachee I.C.T (Kenya School of Government)
- May 2022 – September 2022 – IT Support & Sales Assistant (*AMACO Insurance Company*)

INTERESTS AND HOBBIES

- Community Outreach
- Exploring Business Innovations
- Networking
- Technology Trends

REFEREES

Dr. Consolata Gakii

Senior Lecturer, University of Embu

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