**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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