

# Auma Jean Esther Natwoli



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Motivated and detail-oriented professional with a strong foundation in IT and a keen interest in organizational development, and data analysis. Skilled in using technology to enhance organizational efficiency, with excellent interpersonal and organizational abilities. Adaptable and eager to learn, committed to streamlining research processes and supporting data-driven decision-making. My IT background equips me with strong problem-solving skills and a unique perspective that aligns with the evolving needs of modern research and security analysis.

## Experience

### School Program Volunteer Pacemaker International, Nairobi, Kenya

Jan 2020 - Aug 2020

- Monitored over 50 students in lunchrooms and at recess.
- Coordinated with the teacher to implement lesson plans and keep students on track.
- Assisted classes with parties and events.
- Played games with small groups of students reviewing the previous day's material.
- Filed student work to document progress.
- Prepared materials for class activities and art projects. Helped teacher prepare instructional material and displays.
- Stepped into non-classroom environments such as libraries to help staff manage demand.
- Demonstrated specific skills and activities for students to improve understanding and take the excess workload off teachers, achieving a 90% satisfaction rate.

### Digitizing Human Resource files Technoserve, Nairobi, Kenya

3rd Oct 2022 - 31st Oct 2022

Digitized and organized 100+ human resource files

### Software Development and Research Intern International Center for Insect Physiology and Ecology(ICIPE) Nairobi, Kenya

June 2023- Aug 2023

- Platform Development support (Vectoratlas.icipe.org):
  - Learning R.
  - Coding in React and Node.js.
  - Learning and using Docker Desktop.
  - Working with PostgreSQL for database operations.
  - Daily standup meetings for progress tracking.
  - Weekly meetings with unit manager for overall project status.

### Digitizing Human Resource files Technoserve, Nairobi, Kenya

14th Aug 2024 - Nov 2024

Scanning and organizing 200+ human resource files, improving document retrieval efficiency.

### Human Resources Intern - USAID Kenya Feed the Future Food Systems Activity Technoserve, Nairobi, Kenya

Dec 2024 - March 2025

- |   |  |
|---|--|
| HR Support                                | Admin Support  |
| • Recruitment Support                     | • Preparation of both Mpesa & vendor payments paperwork. |
| • Staff Orientation                       | Petty Cash Management                                    |
| • Creating and maintaining Employee files |  |
| • Document processing                     |  |

## Education

### High School

- Precious Blood School Riruta-Nairobi, Kenya

Feb 2016 - Nov 2019

### Bachelor of Business Information Technology

- Kabarak University - Nakuru, Kenya

Sep 2020– Dec 2024

### DevOps Engineering

- Moringa School - Nairobi, Kenya

June 2024 – Aug 2024

## Skills

- Office Support
- Project Assistance
- Event Support
- Organization and Time Management
- Dependable and Responsible

- Software programming
- Teamwork and Collaboration
- Data Entry and Analysis
- Microsoft Office

## Software

- Basic knowledge of the following programming languages; Python, C, C++, HTML, CSS, JavaScript. Practicing React and Node.js Database Management, SQL and PSQL
- Docker,Jenkins pipelines
- Virtual Machines, Kubernetes

## Languages

- English
- Swahili

## References

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