



# Mirriam Jepleting

**Date of birth:** 09/1996 | **Place of birth:** Eldoret West, Kenya | **Nationality:** Kenyan |

**Gender:** Female | **Phone number:** (+254) 790630407 (Mobile) | **Email address:**

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**Address:** Kangemi, 00625, 00100, Nairobi, Kenya (Home)

## ABOUT ME

Proficient IT professional with over 3 years of experience in computer operations management and system implementation. Expertise in developing and executing strategic ICT plans to drive innovation and enhance operational efficiency. Skilled in Data analysis optimizing IT processes, implementing robust information security measures, and aligning IT strategies with organizational objectives. Looking to leverage technical acumen and proven experience in a dynamic role that supports technology transformation and business growth.

## WORK EXPERIENCE

### FREELANCER

#### **FREELANCER TUTOR** – 01/12/2019 – 01/04/2025

- Delivered tailored data analysis and tutoring services to students, entrepreneurs, and small businesses.
- Analyzed survey and sales data using Excel and Python to produce actionable insights and reports.
- Designed automated dashboards in Google Sheets and Data Studio to track business and academic metrics.
- Provided one-on-one training on data cleaning, visualization, and interpretation for research and decision-making.
- Managed full project life cycles independently, including client communication, scoping, and execution.

### UASIN GISHU GOVERNMENT – ELDORET, KENYA

#### **DATA ENTRY CLERK** – 09/2019 – 10/2019

- Updated, maintained and retrieved information held on computer systems.
- Prepared source data for computer entry by compiling and sorting information,
- Processed on birth and death certificates and corresponding data on the system by reviewing data for deficiencies
- Verified entered data on birth certificates and death certificates data

### KENYA NATIONAL BUREAU OF STATISTICS (KNBS) – ELDORET, KENYA

#### **CENSUS ENUMERATOR** – 08/2019 – 08/2019

- Data Collection, conducted interviews to gather demographic and housing information.
- Data Entry, Accurately recorded collected information using electronic devices
- Data verification, verified data and solved any discrepancies
- Maintained confidentiality of the information collected
- Adhered to the specific census procedures, protocols, and training.
- Reported daily progress and any issues encountered to the census supervisor.
- Visited to my assigned geographic areas to verify addresses and conduct visual surveys of the area.

### NHIF OFFICES – EMBU, KENYA

#### **ATTACHÉ** – 05/2018 – 09/2018

- Data verification, verified data and solved any discrepancies on NHIF data
- Maintained data in computer systems and databases
- Performed regular backups for data preservation

- Generated reports and maintained the confidentiality and security of the NHIF data
- Organized physical and digital data for easy retrieval

## ● EDUCATION AND TRAINING

07/09/2015 – 18/10/2019 Nairobi, Kenya

**BACHELOR OF APPLIED COMPUTER SCIENCE** Chuka University

- Web Design and Development, Web Programming and Administration
- Software Engineering, Artificial Intelligence
- Computer and Network Security, E-Commerce Technologies
- Emerging Technologies in Applied Computer Science
- Data Mining and Knowledge Discovery

Website <https://www.chuka.ac.ke/>

07/02/2011 – 08/11/2014 Eldoret, Kenya

**KENYA CERTIFICATE OF SECONDARY EDUCATION (KCSE)** Loreto High School, Matunda

## ● LANGUAGE SKILLS

Mother tongue(s): **KALENJIN**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
<b>ENGLISH</b>	C2	C2	C2	C2	C2
<b>KISWAHILI</b>	C2	C2	C2	C2	C2
<b>GERMAN</b>	A2	A2	A2	A2	A2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

## ● SKILLS

Microsoft Office | Microsoft Word | Microsoft Excel | Google Drive | Microsoft Powerpoint | Good listener and communicator | Decision-making | Team-work oriented | data analysis | Responsibility | Critical thinking | Reliability | Written and Verbal skills | MySQL | Database management | Data Structures and Algorithms | Machine Learning | Artificial intelligence | Adaptability | Analytical skills | Flexibility | Research and analytical skills

## ● NETWORKS AND MEMBERSHIPS

2019 – CURRENT

**A member of the Chuka University Alumni Association**

2015 – CURRENT

**A member of the Loreto High School, Matunda Alumni Association**

## ● HONOURS AND AWARDS

**Certificate of Commendation, Student Council – Loreto High School, Matunda**

Leadership Award

**Certificate of Appreciation, Guiding and Counselling – Loreto High School, Matunda**

● **HOBBIES AND INTERESTS**

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Football

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Athletics

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Writing

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Reading

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Cycling

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● **VOLUNTEERING**

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03/2024 Kawangarwe, Nairobi  
**Visited Gardens Children's home**

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2018  
**Participated in the Mater Heart Run, Chuka University**

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2018  
**Visited Kenya Connect Kids, Chuka Kenya**

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2013 – 2014  
**School Executive leader, Loreto High school, Matunda**

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2010 – 2010  
**School Head Girl, Kerotet Primary**

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● **RECOMMENDATIONS**

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**Dr. David Gitonga Mwathi** Associate Professor, Chuka University

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Academic Reference  
**Email** [dgmwathi@chuka.ac.ke](mailto:dgmwathi@chuka.ac.ke) | **Phone** (+254) 722395597

**Dr. Benard Ong'era Osero** Lecturer, Chuka University

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Academic Reference  
**Email** [bosero@chuka.ac.ke](mailto:bosero@chuka.ac.ke) | **Phone** (+254) 724850225

● **TRAINING AND CERTIFICATIONS**

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2025  
**Google data analytics**

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2025  
**Cyber Threat Management, Cisco**

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2025  
**Network Support and Security, Cisco**

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2025  
**Introduction to Cybersecurity, Cisco**

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