Mirriam Jepleting

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

Phone number: (+254) 790630407 (Mobile) | **Email address:** mirriamjepleting@gmail.com |

WhatsApp Messenger: +254790630407 | **Address:** Kangemi, 00625, 00100, Nairobi, Kenya (Home)

ABOUT ME

Proficient IT professional with over 5 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.
- 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 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	
ENGLISH	C2	C2	C2	C2	C2
KISWAHILI	C2	C2	C2	C2	C2
GERMAN	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 ｜ 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

Football

Athletics

Writing

Reading

Cycling

VOLUNTEERING

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

2018
Participated in the Mater Heart Run, Chuka University

2018
Visited Kenya Connect Kids, Chuka Kenya

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

2010 – 2010
School Head Girl, Kerotet Primary

TRAINING AND CERTIFICATIONS

2025
Google data analytics

2025
Cyber Threat Management, Cisco

2025
Network Support and Security, Cisco

2025
Introduction to Cybersecurity, Cisco

RECOMMENDATIONS

Dr. David Gitonga Mwathi Associate Professor, Chuka University

Academic Reference

Email dgmwathi@chuka.ac.ke | **Phone** (+254) 722395597

Dr. Benard Ong'era Osero Lecturer, Chuka University

Academic Reference

Email bosero@chuka.ac.ke | **Phone** (+254) 724850225