# MAINA M. JAMES

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## Professional Summary

Aspiring Software Engineer and experienced Data & Analytics professional with a strong foundation in data cleaning, transformation, visualization, and reporting. Proven success in public and private sector projects using tools such as SPSS, R, and Stata. Adept in mobile data collection platforms like ODK and KoboCollect, with a track record in improving operations and building monitoring systems. Also, an accomplished freelance writer skilled in creating technical and research-driven content. Currently enrolled in the Power Learn Africa Software Engineering Program to deepen expertise in full-stack development.

## Key Skills & Tools

- **Data Analytics**: Data Cleaning, Visualization, M&E Reporting
- **Statistical Tools**: SPSS, R, Stata, Epi-Info, CS-Pro, Python, SQL
- **Mobile Data Tools**: ODK, KoboCollect, SurveyCTO
- **Office & Tech Tools**: MS Excel, Word, Navision ERP, Equinox
- **Programming & Software (In Progress)**: HTML, CSS, JavaScript, Git, Node.js
- **Soft Skills**: Research, Technical Writing, ICT Support, Team Leadership

## Experience

**Freelance Writer – Alpha Black Concepts** *(Aug 2020 – Present)*
- Developed research-based articles, blogs, and content tailored to client needs
- Delivered original, audience-specific content with strong editorial quality

**ICT Supervisor – KNBS (KPHC Census)** *(Jun 2019 – Sep 2019)*
- Managed field teams, devices, and census systems in Kibra region
- Provided technical support and ensured quality data collection

**Data Entry Clerk – CBHC/Plan Intl (Nilinde Program)** *(Sep 2018 – Jan 2019)*
- Supported M&E systems, trained CHVs, and maintained data quality in CPMIS
- Assisted in data cleaning and reporting on child protection services

**Customer Service & Research Associate – Yum Deliveries** *(May 2016 – Dec 2017)*
- Helped build a rider tracking app, optimized delivery logistics
- Generated daily finance and operations reports

**ICT Intern – IDB Capital Ltd** *(Jan 2015 – Apr 2015)*
- Maintained backups, installed systems, supported ERP tools
- Conducted ICT asset inventory and documentation

## Education & Certifications

- **BSc. Applied Statistics with IT** – Maseno University
- **Diploma, Human Resource Management** – ABE, UK
- **Power Learn Africa Software Engineering Program** *(Ongoing)*