
PERSONAL STATEMENT:

Driven by self-discipline and a decisive nature, I bring positivity, purposeful focus, and unwavering trustworthiness to every role I undertake. With a background in statistics, I excel in analyzing data to derive meaningful insights and drive informed decision-making. I thrive in collaborative environments, recognizing the pivotal role teamwork plays in organizational success. Equipped with a meticulous understanding of my responsibilities, I possess the requisite skills and attributes to excel in any task presented to me. I am drawn to your company for its forward-thinking attitude and commitment to innovation, seeking a workplace where I can contribute, grow, and collaborate with like-minded professionals. With a proven record of achievement, I am confident that my adaptable skills will facilitate a swift integration into the role. By embracing continual development, I am committed to serving as a positive role model within the organization, consistently adding value as an integral team member.

EDUCATION QUALIFICATIONS:

2017-2021:

UNIVERSITY OF EMBU

COURSE: BACHELOR OF SCIENCE IN STATISTICS

REWARD: SECOND CLASS HONORS (LOWER DIVISION)

2019:

UNIVERSITY OF EMBU

COURSE: R SOFTWARE TRAINING

2016:

KMTC COMPUTER COLLEGE

COURSE: COMPUTER CLASS

2013-2016:

ST MARY'S KARUMANDI HIGH SCHOOL

KENYA CERTIFICATE OF SECONDARY EDUCATION

MY BEST QUALITIES:

- My diligence in my work
- My problem-solving skills
- I am a result-driven person
- A Nature of continuous improvement

EMPLOYMENT AND EXPERIENCE

KENYA MEDICAL PRACTITIONERS AND DENTISTS COUNCIL

Intern in Strategy Research and Quality Assurance Department

June 2024- June 2025

- Worked with the Human Resource Information System (HRIS) to enter and manage data for the registration of medical practitioners and dentists, registration of healthcare facilities, and processing of patient medical referrals abroad.
- Developing an online data collection tool for PC data entry and analysis per the Department.
- Contributed to the development and improvement of staff performance appraisal tools and processes.
- Assisting in managing the Visitor's Management System, recording client details upon entry, and directing them to their destination within the building.
- Assigned to conduct data cleaning on the database from the visitor management system.
- Assisting in recording minutes during the evaluation process conducted by the Public Service Commission for performance moderation of the 2023/24 financial year.
- Assisted in preparing the 2024/25 performance contract and uploading it to the Government Performance Contracting Information System.
- Supported data entry and cleaning for applicant longlisting after recruitment deadlines.

PUBLIC SERVICE COMMISSION

Intern in Strategy Research and Quality Assurance Department, KMPDC.

June 2023- June 2024

- Assisting in the preparation and reviewing of the Corporate Strategic Plans.
- Assisting in ensuring the implementation of the departmental plan, policies, norms, and procedures.
- Assisting in coordinating the corporate performance management processes of all the Directorates and Departments at the Council.
- Assisting in linking the Performance Contract Indicators with provisions of the Strategic Plan.
- Assisting in Cascading the Performance contract in the Council.
- Assisting in monitoring and evaluating the implantation of the Performance contract.
- Assisting in the development of the quarterly and annual performance reports.
- Assisting in liaising with the human resource department on individual staff appraisal.
- Assisting in the development of national guidelines on Performance Contracting.
- Assisting in collecting and combining economic and statistical data on the planned programs and projects, writing, and submitting reports on specific assignments.
- Assisting in developing operational budget proposals for the department.
- Assisting in monitoring and evaluating all the Council's performance contracts, programs, and projects

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Intern in Business Management Thuiya Enterprises

- Developed efficient book-keeping records for monthly stock evaluation using Excel software.
- Focused on profit maximization through multifaceted business approaches.
- Controlled tents and chairs booking using online Google sheet excel for data recording for the client's details, the person delivering, mode of payment, and return date.
- Online marketing, reaching out to online clients and ensuring delivery is done on time

Part-time Data Entry- Dr. Fridah Mugo.

- Entered data using SPSS, EXCEL, and STATA for Kirinyaga County on land subdivisions in Kirinyaga wards.
- Prepared final presentation reports.

PROFESSIONAL MEMBERSHIPS

- **Member, Society of Social Kinetics (SSK)**
Membership No.: 2486395

KEY SKILLS:

- **Performance contract:** Proficient in enhancing public service management efficiency through performance contracting and skilled in operating the Government Performance Contracting Information System (GPCIS) for MDAs.
- **Kobotoolbox:** Proficient in designing and managing digital data collection tools using KoboToolbox, with hands-on experience in creating structured surveys, applying skip logic, and managing field data for research, monitoring, and evaluation projects.
- **Statistical programming:** Proficient user of R software, STATA, Excel, and SPSS to leverage data treatment and analysis.
- **Report writing:** Able to transform conclusions on highly complex datasets into simple English for non-technical audiences.
- **Statistical methods:** Expert in t-test, factor analysis, cluster analysis, linear regression, and other classic analysis methods.
- **Customer Relations:** Experienced in building strong client relationships, responding to customer needs effectively, resolving complaints professionally, and maintaining a high level of customer satisfaction and loyalty.
- **Digital Proficiency:** Skilled in HRIS, Google Sheets, Microsoft Office Suite, and Performance Contracting Systems.

QUALIFICATIONS:

- Certified R Software certification.
- Certified Time series analysis in R and Basics of Explanatory data analysis.
- Certified fundamentals of digital marketing certification.
- Certified IBM SkillsBuild. Working in a digital world: Professional Skills certification.
- Certified First Aid and Fire Safety Certification.
- Certified Healing the Emotional hurts of life
- Certified Risk Management

REFEREES

1. MR DOMINIC MAROKO OUMA

Principal Planning Officer- KENYA MEDICAL PRACTITIONERS AND DENTISTS COUNCIL

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2. Dr. STEPHEN MUGO

Thuiya Enterprises

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3. PASTOR SARAH IKIARA

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4. DR. FRIDAH MUGO

Natural Resource Management Consultants & researcher

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5. DR. JOSEPHINE NGUNJIRI

Lecturer- University of Embu

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