

Software Developer/ Data Analyst

Maureen Njeri

+254791909658 | maureennjeri118@gmail.com

<https://njeri254.github.io/portfolio/>

<https://www.linkedin.com/in/maureen-njeri-9832b7162>

Nairobi, Kenya

Skills

- ✓ Web Design and development (HTML, CSS, JS, PHP)
- ✓ SQL (SQL Server, MySQL, PostgreSQL)
- ✓ Data Mining (Pandas with Anaconda, Jupyter)
- ✓ Excel (Conditional Formatting, Pivot Tables)
- ✓ Google Analytics
- ✓ WordPress
- ✓ Adobe Photoshop

Projects

Web Development and Maintenance – Client Project, Busia, Kenya

January 2023 - Date

- Utilized **HTML, CSS, JS, PHP, SQL** to design (<https://iamasermon.org>) for a Charity organization, I am a SERMON.
- Maintained the website using **cPanel** for overall analytics, database configuration and regular updates using **SQL** and **PHP**.
- Created forms that record information taken from users and sends them to custom made emails with autoresponders.
- Utilized **PHP** as a secure mode of collecting data inputted by users to our database.

- Used **PHP and SQL** to create a workable log in and sign-up authentication page that takes a user to the user profile.

COVID-19 analysis – Personal Project. Nairobi, Kenya

January 2024

- Utilized **SQL** to extract data from different related tables from databases using **JOIN, UNION** and **VIEW**.
- Transformed and filtered functions to improve on reports.
- Visualized data with **Python** to identify the number of deaths and recoveries that can help to improve performance.

Work Experience

Administrative Assistant – I am a SERMON (Missionary Organization)

June 2024 – Date

- Scheduling and coordinating meetings, appointments and events.
- Handling correspondence including drafting emails, memos and letters as well as sorting and distributing incoming mail.
- Designing and creating flyers using Adobe Photoshop.
- Preparing and editing documents such as reports, presentations and spreadsheets to support office operations.
- Maintaining inventory of office supplies to ensure resources are adequately stocked.
- Supporting the onboarding process for new users and facilitating internal communication by distributing information and updates.

Software Developer – I am a SERMON (Missionary Organization)

January 2023 – Date

- General design and website management (<https://iamasermon.org>)
- Monitoring website using Google Analytics.
- Optimization of the website using SEO tools both on page and off page.

Web Developer Intern – I am a SERMON (Missionary Organization)

September 2022 – December 2022

- Creating a web layout that is user friendly.
- Creating awareness for the Company across the County.
- Making public awareness of the company by creating flyers, making business cards and ensuring smooth functions in the Organization.
- Ensuring the offices and IT systems both hardware and software are well maintained.

Census Enumerator – Kenya National Bureau of Statistics

May 2019 – August 2019

- Collecting, compiling, analyzing, publishing, and disseminating statistical information for public use.
- By carrying out Housing and Population Census every ten years, the company maintains a reliable and comprehensive database for the whole population of all Kenyans in the Country, their occupations and livelihoods.

Volunteer – I am a SERMON (Missionary Organization)

October 2018 – Date

- Responsible for day-to-day operations, identifying resources and achieving the organization's goals.
- Manage quality assurance programs and strategize process improvements.

Education

Bachelor of Business and Information Technology –KCA University | Nairobi, Kenya

September 2017 – December 2022

Majors: Business Analytics and Accounting, Supply Chain Management, Software Development.

Certificate in Computer Studies – Multimedia University | Nairobi, Kenya

May 2017 – August 2017

Majors: Basic Computers studies, Microsoft Office.

Kenya Certificate of Secondary Education – Batian Christian School | Dagoretti

January 2013 – December 2016

Kenya Certificate of Primary Education – Madaraka Primary School | Nairobi, Kenya

January 2005 – December 2012

Referees

I am a SERMON (Missionary Organization)

P.O.BOX 659-50400

Rev. Philip Huru (Director)

Cell: +254718 042 052

Email Address: director@iamasermon.org | phlphuru@gmail.com

KCA University

P.O.BOX 56808-00200

Fred Omondi (Lecturer)

Cell: +254722 215 884

Email Address: fredomondi@kcau.ac.ke

Batian Christian School

P.O.BOX 14007-00100

Mark Ng'ang'a (Director)

Cell: +254 721 854 509

Email Address: batianchristianschool@gmail.com