

CURRICULUM VITAE

Rosemary Nyambura Wairimu,

0797038742.

wrm.nnyambura@gmail.com

Personal Profile

Enthusiastic, innovative, confident, hardworking, trustworthy and highly motivated individual eager to learn and gain hands-on skills and experience and excited to contribute to the company's objectives and goals and to the success of the team. Experienced with administrative support, including scheduling, correspondence, and office management. Utilizes organizational skills to maintain efficient workflows and ensure task completion. Knowledge of communication techniques to facilitate smooth interactions within team and with clients.

Career Objective

To contribute to the development and growth of various responsibilities allocated to me by gaining the necessary experience, knowledge and skills while allowing for innovation, creativity, learning and an opportunity for career development. To work with creativity and initiative through teamwork and deliver my best in terms of output with full readiness to adopt and learn new skills in the dynamic environment.

Key skills

Efficient at acquiring new skills.

Proficient in computer applications.

Efficient data management.

Collaborative teamwork.

Effective Communication.

Analytical problem solving.

Effective time management.

Work Experience

ICT Assistant at A.I.C Chebisaas Boys' National School; ICT Centre.

Eldoret, Uasin Gishu

May 2024 – July 2024.

Duties performed include;

- ❖ Assisted users with technical issues including basic software and hardware troubleshooting
- ❖ Helped install and configure operating systems and office software
- ❖ Maintained equipment inventory and reported faults to supervisors
- ❖ Supported the IT team during system upgrades and user training.
- ❖ Assisted in managing and troubleshooting network infrastructure.
- ❖ Performed system administration and maintenance.

- ❖ Contributed to a positive work environment with strong interpersonal skills and proactive
- ❖ Worked closely with management to provide effective assistance for specific aspects of business operations.
- ❖ Safeguarded sensitive information through proper documentation handling, data entry, and record maintenance procedures.

Education

University of Eldoret

Bachelor of Science in Information Technology

Expected Graduation [November, 2025]

Completed Coursework:

Web Development.	Database Management.
Networking.	Software Development.
System Audit.	Operating Systems.
Cybersecurity.	Information system management.

Project Work.

Project Title: Brewmaster an E-commerce System for Coffee products.

Technology used: React Js Frontend and Django, Python, Postgre SQL Backend.

Project Description: An E-commerce System for Coffee products.

Technical Skills

- **Programming Languages:** Python, HTML, CSS, React Js.
- **Operating Systems:** Windows
- **Software Tools:** Visual Studio Code
- **Microsoft Office Suite:** Word, Excel, Access, Publisher
- **Other Skills:** Troubleshooting, problem-solving, team collaboration.

Certifications

- UI/ UX Design – Alison
{May 2025}
- Django – Alison
{June, 2025}
- Introduction to Cybersecurity – CISCO Networking Academy.
[December 2024]

Languages

- **English:** [Fluent]

- **[Kiswahili]:** [Fluent]

References

Dr. Philemon Kitur.

Lecturer

University of Eldoret

+254724591726

phkibiwott@gmail.com

Lecturer

Mr. Amos Cheruiyot

Senior Teacher

A.I.C Chebisaas Boys' National School

+254704494806

cheruiyotamoskieran@gmail.com

Attachment Supervisor