

OKONYO ELISHA SEWE

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CAREER OBJECTIVE

Organized and reliable with a natural ability to communicate effectively and handle sensitive information with discretion. Skilled in data collection, ensuring accuracy and completeness, and managing time efficiently to meet deadlines. Demonstrated ability to work independently or as part of the team, maintaining a positive and cooperative attitude. Comfortable engaging with diverse populations and adapting to new situations quickly.

EDUCATION

2015- 2019: Graduated with Bachelor of Arts in Criminology and Criminal Justice, The University of Nairobi with Second Class Upper.

2010-2013:Completed Kenya Certificate of Secondary Education (K.C.S.E) with a mean grade of B+, St. Anthony's' Boys High School Kitale

2004-2009: Completed Kenya Certificate of Primary Education (K.C.P.E) with a mean grade of B+ 334, Christ the King Parochial Academy

RELEVANT COURSEWORK

July 2021- August 2021: Certificate in Digital Customer Service, Generation Kenya.

July 2021- August 2021: Certificate in Linux Operating System, Institute of Software Technology.

March 2019- June 2019: Completed ICDL (International Computer Digital Licensee), East Africa Institute of Certified Studies.

EXPERIENCE

October 5th 2024 to 3rd November 2024: Worked as a Data Enumerator for Ministry of Labour and Social Protection.

- **Sensitization of the public about Ministry of Labour and Social Protection programs and benefits.**
- **Data collection of households and its individual members.**
- **Conducting interviews and surveys on focused groups.**
- **Interpreting interviews questions and explaining survey questionnaire to people.**

- Collecting demographic information about a population, such as age, ethnicity, education and health status.
- Escalating anomalies to superior for proper attention and handling.

April 2022 to May 2023: Civil Registration Officer Intern, Busia County Civil Registration Office.

- Searching and accessing birth and death records
- Issuing of birth and death certificates
- Assisting in monthly statistical returns and surrendering of monthly revenue.
- Typing of birth and death records
- Providing customer service and responding to clients' queries.
- Digitization of birth and death records
- Aiding in regular office database management and organization
- Receiving current birth and death records from health facilities and sublocations
- Supporting my supervisor in cases that require amendments and alterations
- Performing other duties allocated by my supervisor and other registrars'

November 2021- January 2022: Voter Registration Clerk, Independent Electron and Boundaries Commission (IEBC).

- Publicize voter registration activities and BVR KIT Movement Schedule
- Open and Close the Registration Centre at the designated time
- Facilitate the registration of voters
- Collate and submit registration data to the VRA on a weekly basis
- Report the progress and challenges of the voter registration process to the VRA
- Ensure the security of the voter registration materials
- Acted as a voter educator and educated citizens on the importance of voter registration
- Registration of voters' particulars in their Identity cards and Passports
- Confirmation of already registered voters

January 2018 - May 2018: Probation Officer, Kibera Probation Office

- Recommending rehabilitation programs, participating in alcohol and drug abuse counseling, and monitoring the location of clients.
- Focusing on the offender's needs, and trying to solve their concern with an aim to make the offender a productive member of the community.
- Interview parolees and probationers, their relatives, and their friends to assess progress.
- Writing reports and maintaining case files on ex-offenders and probationers on their caseloads.
- Completing per-hearing investigations, pre-bail reports and victim impact reports.
- Supervised, rehabilitated, and reintegrated of offenders and ex-offenders serving non-custodial measures within the community.
- Participating in social crime prevention projects and programs.

- facilitating probation and After-Care support Services to clients and statutory institutions.

August 2018-September 2018: Data Entry and Verification Clerk, Bungoma County

- Digitization of birth and death records.
- Verification of birth and death records.
- Escalating anomalies of the birth and death records to my superiors.

SKILLS

- Computer Programs Software
- Research and Data Collection
- Polite and diligent
- Communication - Written and Oral
- Analytical & Attentive to details
- Team player and confidentiality
- Critical thinking and decision-making
- Organized and Time cautious
- Skilled in Negotiation

REFEREES

Mrs. Debra Moses Nasuna Civil Registration Officer I State Department for Immigration & Citizen Services P.O. Box 156-50400 +254 727 903 519 debranasuna@gmail.com	Fredrick Salasya Kweyu Chief Clerical Officer I P.O. Box 56-50400 Busia +254 726868228 fredrickkweyu@gmail.com	Barnabas Aringo Menya Self-Employed P.O. Box 80-40400 Migori +254 701 300 249 baringo54@gmail.com
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