

# **Rozzie Nicole Otieno**

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## **SUMMARY**

A motivated Data Analyst with a background in Sociology with IT and hands on skills in data cleaning, analysis and visualization. Experienced in managing records, compiling reports and supporting data driven decision making in community based environments. I am eager to apply my analytical skills and learn industry tools.

## **EDUCATION AND TRAINING**

- Bachelor of Arts, Sociology with IT,

Maseno University,

Kisumu, Kenya

November 2020- December 2024

- Secondary school education

Ngara Girls High School,

Nairobi, Kenya,

2016-2019

## **EXPERIENCE**

### **1. Community Volunteer, VORP EA, September 2024-Current**

**Nairobi, Kenya**

- Actively participating in community outreach programs, spreading awareness and distributing resources to underprivileged teenagers in the community.
- My role involves direct community engagements and mentorships.
- Collecting and organizing data from the outreach programs.
- Another role I take up is documentation, record keeping and report writing of activities and meetings summarizing the impacts made.
- Management of data collected from activities.

## **2. Volunteer, Industrial attachment, St. John's Community Centre, May 2023-August 2023**

### **Nairobi, Kenya**

- Assisted in record keeping, data entry and data management for beneficiary records (using excel and internal systems).
- Organized and digitized case files to improve accessibility and record accuracy,
- Contributed to awareness campaigns for the Tumikia Mtoto project.
- Supported monitoring and evaluation through documentation and report preparation.

## **CERTIFICATES**

Certificate in Data Analysis and Visualization,

Africa Digital Media Institute (ADMI),

Nairobi, Kenya.

October 2025- present

## **SKILLS**

- Communication and teamwork.
- Adaptability
- Problem solving and documentation
- Analytical skills ( excel, power bi, sql( supabase)

## **LANGUAGES**

English

Swahili

## **REFEREES**

Catherine Mwangi, VORP EA,

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catherinemwangi556@gmail.com

Nairobi, Kenya.