



THE PROFILE OF PHILP OFAFA OTOLO

SIAYA, KENYA

Communications and Media Practitioner

PERSONAL INFORMATION

Name	:	Philip Ofafa Otolo
Date of birth	:	24 August 1998
ID NO	:	35737437
Place of birth	:	Siaya
Gender	:	Male
Nationality	:	Kenyan
Religion	:	Christian
Marital status	:	Single
Email	:	ofafap@gmail.com
Tell:		0740126556
Address	:	411-40600 Siaya
Language	:	English, Kiswahili and Luo

PROFESSIONAL BACKGROUND

Certificate: Bachelor of Science in Communication and Media Studies (2017-2021)

Institution: Rongo University, Rongo

I graduated with Second Class Honours (Upper Division)

EDUCATIONAL BACKGROUND

Certificate: KCSE (Kenya Certificate of Secondary Education) 2013-2016

Institution: Obambo Mixed Secondary School, Siaya

Attained a mean grade of C+ of 49 points

Certificate: KCPE (Kenya Certificate of Primary Education) 2004-2012

Institution: Siaya Township Primary School, Siaya

Attained 356 marks

PERSONAL PROFILE STATEMENT

A motivated, adaptable and responsible Communication graduate seeking a position in Communication and Media to utilize the professional and technical skills developed through past work experience in this field. I have methodical, customer focused approach to work and a strong drive to see things through to completion.

With the dynamic and ever changing communication environment my skills in adobe suit, audio and visual content creation and production will help your organization a great deal to keep up with the ever growing and changing world of communication.

WORK EXPERIENCE

Year: September 2022 to date

Position: Programs Administrator

Organization: Milestones Consultants

ROLES

Scheduling of consultancy assignments

Design and development of marketing content

Management of Mainstream and Social Media Accounts

Follow up with clients on needs and assignments

Report writing and presentation

Documentation of assignments including training events

Liaison with partners and stakeholder engagement

Any other roles assigned by the Team Leader

Year: August 2021-August 2022

Position: Communications (Intern)

Organization: County Government of Siaya (Communications Directorate)

I was an intern at the County Government of Siaya for one year. Over the period I handled photography and videography work at the institution with the knowledge I have on Adobe Premier Pro, Power Director, Adobe Photoshop, Camera operation, Social media management and organizational communication.

ROLES

Social Media

Sourcing content from staff, departments and events of the county government for social media update

Organizing social media content to promote county blogs, videos and media coverage on twitter and Facebook

Creating content for social media advocacy and public information

Managing posts and responding to followers

Digital Media Content Development

Editing and formatting photos and videos for social media and web

Photo, video and audio editing

Photography and videography

Info graphics

Maintaining digital media archives (photos and videos)

Assisting and closely monitoring short and long-term objectives for photography and videography

Media Relations

Assisting with media interview scheduling and coordination

Assisting with scheduling and coordinating of photo and video shoots

Miscellaneous Communications and Administrative Support

Receiving letter and Memos on behalf of communications officers and the Director of Communications

Inducting new interns and attaches as assigned by the Director of Communications

Participating where necessary in Directorate of Communications meetings

Attending and covering events as applicable

Providing support to any other activities of the Directorate of Communications as assigned by the Director of Communications from time to time

Year: August 2019

Position: Enumerator

Organization: Kenya National Bureau of Statistics (KNBS)

I was an enumerator in the population and housing census held by the Kenyan Government in 2019, an exercise that my communication skills played a pivotal role in.

ROLES

Identifying boundaries for the Enumeration Areas (EA), locating all structures and visiting every household to list all the usual members in the EA assigned, before the enumeration exercise

Ensuring that all the necessary equipment to be used for enumeration are available before the exercise

Administering all questions and recording responses on all persons who spent the night of 24th/25th August 2019 in each households in the Enumeration Area

Obtaining complete and accurate answers and capturing them correctly during the enumeration exercise

Analyzing the authenticity of the information provided by ensuring direct contact with each family member within the household

Identifying and reporting issues that may arise during the exercise

Explaining the importance of the exercise to people who are to be interviewed

Interpreting interview questions to assist people in understanding them and providing eloquent answers

Maintain confidentiality when collecting sensitive information such as health status

Reporting to the Content Supervisor at the end of each working day on the progress

Undertaking any other duties as may be assigned by the Content Supervisor

PROJECTS AND PORTFOLIO

My Graphics Design Portfolio <https://photos.app.goo.gl/bJCwAUqvkPojw4Bp6>

Youth Day “Allow youth to be part of teams that come up with solutions for challenges affecting them”. Published in the Standard Newspaper on the 13th August 2022 pg. 19

World Rose Day The Star Newspaper: <https://www.the-star.co.ke/opinion/2022-09-22-otolo-lets-work-towards-cancer-free-world/>

Photos of Courtesy call by a Delegation from World Health Organisation:

<https://www.facebook.com/101189638355538/posts/pfbid02sYYrCt1L8wzcKw5c2ZYmQNd9zbAWBxN3b6gTNdeo2FnPJXi2GU42xn6zxr6QQWphl/>

Photos of Mayor of Taber Town in Canada, Siaya governor and staff during the signing of collaboration between Bondo Town and Taber Town:

<https://www.facebook.com/101189638355538/posts/pfbid0pUeX5xSdFkKCACWyHw1CfF1s2pBc2RRhYtgePDTdnkQgLSJNACHVKmtLV5Z27foLI/>

Photos during the visit by the Vice President of Hilton Foundation to Siaya County:

<https://www.facebook.com/101189638355538/posts/pfbid02RnSpcwqZGwv5CBV2HwsvYMmZqih5GoHUKhwiWYbQtn2P5HtRtUneqBAPVhM6Aszl/>

Siaya County health sector achievements: <https://youtu.be/qyhlHsScVKA>

Siaya County investment sectors, policies and opportunities:

<https://youtu.be/LENL6YFSZwU>

Siaya County health sector legacy: <https://youtu.be/ZcCYTXPoBLE>

Green Haven Cottages Siaya Advert: <https://youtu.be/AzgWOhcHUOo>

Siaya County youth agribusiness strategy 2022-2027 launch:

<https://youtu.be/4tWempOe8RU>.

Created Milestones Google Search profile <https://g.co/kgs/Nby4vX>

Added Milestones on Google map <https://maps.app.goo.gl/YwTL8xfv3ASkAM96A>

SKILLS

Very good videography skills, Good video and photo editing skills Very good communication and Interpersonal skills, Perfect time management skills, Very good customer

care skills, Good Social Media usage and management skills, Perfect E-mail and internet skills, Very good camera operation skills, Mastery of Microsoft Office Programs and High level of creativity in Graphics design.

HOBBIES

Travelling

Watching TV video documentaries

Adventuring

REFERENCES

Name: Mr. Auscar Odhiambo Wambiya

Position: President Milestones

Institution: Milestones

Cell: 0720920491

E-mail: milestones14@gmail.com

Name: Mrs. Grace Adhiambo

Position: Communication Officer

Institution: County Government of Siaya (Communications Directorate)

Cell: 0711171607

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Name: Miss Hellen Atieno Nyanyuma

Position: Communication Officer

Institution: County Government of Siaya

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