WANDERA SANDRA JEPICHII

jepichiisandra@gmail.com | **github:** https://github.com/Sandra858/git

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Curriculum Vitae

Professional Summary Driven and detail-oriented information science graduate with 1+ years of experience in records management and data entry. Proficient in database management, data validation, and electronic filing systems. Adept at ensuring data accuracy, integrity, and security. Skilled in designing and maintaining databases to optimize data accessibility and retrieval. Experienced in data analysis with Excel, using advanced formulas, pivot tables, and visualization tools to extract insights. Seeking a data clerk position to leverage expertise in data management within a fast-paced, detail-driven environment.

Education Bachelor of Information Science (Major: Records Management)
Kenya Methodist University, Nairobi, Kenya

Certificate in Web Development
Power Learn Project Academy, Nairobi, Kenya

Lugulu Girls High School
KSCE Grade: B (Computer Studies—A)

Key Skills

- **Data Management:** Proficient in data entry, validation, and maintaining database accuracy.
- **Database Design & Administration:** Skilled in designing and managing structured databases for efficient data retrieval.
- **Records Management:** Expertise in organizing, storing, and maintaining both digital and physical records.
- **Technical Proficiency:** Knowledge of SQL, Microsoft Access, and Microsoft Office Suite (Excel, Word, PowerPoint).
- **Data Analysis with Excel:** Experienced in data visualization, pivot tables, and statistical analysis to derive meaningful insights.
- **Web Development:** Competent in HTML, CSS, Python and JavaScript for structuring and managing web-based data systems.

- **Problem-Solving & Attention to Detail:** Ability to identify data inconsistencies and ensure accurate documentation.
- **Collaboration & Communication:** Strong teamwork and interpersonal skills for working within multicultural teams.
- **Excel Spending Tracker:** Experience in designing and managing Excel-based financial tracking tools for budgeting and expense management.
- **Typing & Data Entry:** Fast and accurate typing skills with proficiency in order entry and word processing.
- **Computer Hardware & Office Experience:** Strong understanding of computer systems and office administration.

Professional Experience

Records Management Assistant,
IEBC Office Clerk, Marakwet East Constituency, Elgeyo Marakwet County,
May 2022 – January 2023

- Conducted accurate data entry and retrieval of records, ensuring documentation was up-to-date and compliant.
- Collaborated with the team to implement an electronic filing system that improved document accessibility by 30%.
- Assisted in quality control measures for record verification and organization.

Enumerator (Data Collection & Entry)
Marakwet East Constituency, Elgeyo Marakwet County,
June 2023 – July 2023

- Collected and entered household data with high precision to maintain data integrity.
- Coordinated with supervisors to ensure the accuracy and authenticity of collected information.

Projects

Database Design & Management

- Designed and implemented a structured database system to enhance data storage and retrieval efficiency.
- Applied SQL and Microsoft Access to develop a user-friendly and secure data management system.
- Conducted data validation techniques to minimize errors and ensure consistency.

Excel Spending Tracker & Data Analysis

- Created and maintained an Excel-based spending tracker to monitor personal and project-based budgets.
- Utilized formulas, pivot tables, and data visualization tools for financial analysis and reporting.
- Ensured accurate categorization of expenses to facilitate budget optimization and forecasting.

Professional Development & Certifications

- Software Engineering—Power Learn Project Academy (Ongoing)
- Data Management & Database Design Training (Self-initiated project work)
- Microsoft Office Suite (Excel, Word, Access, PowerPoint) – Advanced Proficiency

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