

Sandra Muema

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Recent Bachelor of Business Information Technology graduate with a strong passion for technology, actively pursuing opportunities for a job or internship position in the field of Information Technology.

Possessing a solid foundation in database administration, programming languages, and hardware maintenance. I am enthusiastic about leveraging my skills to contribute to a dynamic team and gain practical experience in a business setting while making meaningful contributions to the organization.

PROFESSIONAL EXPERIENCE

THE COUNTY GOVERNMENT OF KITUI

Kitui, Kenya

IT Consultant – Attachment

February 2022 – April 2022

- Played a key role in system design, actively contributing to the planning and implementation phases.
- Executed data capture and cleansing tasks, ensuring accuracy and reliability of information.
- Participated in troubleshooting network issues and configuring PCs to optimize performance.
- Collaborated closely with team members to provide effective user support and training, demonstrating a commitment to a holistic approach to responsibilities.
- Engaged in various other duties, showcasing versatility and a willingness to contribute to diverse aspects of the team's objectives.

CERTIFICATION

- Responsive Web Design Developer Certification
Effectively achieved the Responsive Web Design Developer Certification reflecting dedication and commitment equivalent to approximately 300 hours of effort.

EDUCATION

JOMO KENYATTA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY **Kiambu, Kenya**

Bachelor of Business Information Technology

September 2019- December 2023

ST ANNE'S MUTHALE GIRLS SECONDARY SCHOOL

Kitui, Kenya

Kenya Certificate of Secondary Education

2015 – 2018

ADDITIONAL SKILLS

Hard Skills

- Software- Well versed in Microsoft Office (Word, Excel, Access, PowerPoint)
- Database administration and website design
- Hardware- Proficient in maintenance, printers and troubleshooting
- Programming languages- Extensive knowledge in CSS, HTML, SQL, C and C++
- Security- Virus protection, maintenance, good observational and monitoring ability

Soft Skills

Leadership

Teamwork and collaboration

Organizational skills

Communication

Problem-solving

Adaptability and flexibility