

Curriculum vitae

Personal data	<p>NAME: <i>Lopua Sylvester Kapoko</i></p> <p>CONTACT ADDRESS: <i>P.O BOX 72, Kakuma</i></p> <p>EMAIL ADDRESS: lopualpk@gmail.com</p> <p>TELEPHONE NO: <i>0768592677</i></p> <p>DATE OF BIRTH: <i>21/01/1998</i></p> <p>GENDER: <i>Male</i></p> <p>MARITAL STATUS: <i>Single</i></p> <p>NATIONALITY: <i>Kenyan</i></p> <p>ID NO: <i>36135385</i></p> <p>LANGUAGES: <i>English, Kiswahili And Turkana</i></p>
Education background	<p>2017-2022: <i>JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE AND TECHNOLOGY</i></p> <p>BSc BUSINESS INFORMATION SYSTEMS</p> <p>2013-2016: <i>LODWAR BOYS HIGH SCHOOL</i></p> <p>Aggregated grade C+</p> <p>2005-2012: <i>KAKUMA MIXED</i></p> <p>Total marks: 352</p>
experience	<p>INTERIM ELECTORAL BOUNDARIES COMMISSION: ICT OFFICER TURKANA WEST CONSISTUENCY 15TH JULY- 15TH AUGUST</p> <p>RESPONSIBILITIES</p> <ul style="list-style-type: none">• To provide high-quality first-level ICT support services to the returning officer at the tallying Centre• Restore normal services to the users as quickly as possible by fixing technical hitches, fulfilling service requests or answering queries to allow the users to work effectively• To prepare, configure and test KIEMS kits in readiness for the elections

- In liaison with the CICT, provide technical support to the presiding officers, deputy presiding officers and clerks during elections
- Ensure that KIEMS kits are fully charged and functional at all times
- Perform data backup and data restoration on KIEMS kits.
- Participate in the training of Support Electoral trainers, presiding officers and clerks.
- Perform any other duties that may be assigned by the returning officer.

IRC KAKUMA: ENUMERATOR
27th DEC 2021 - 2nd JAN 2022

RESPONSIBILITIES

- Capture data using digital data entry technology provided.
- Ensure collected data is accurately recorded
- Ensure anonymity of respondents and develop relationship of trust and safe space during data collection exercise with respondents
- Identify and report any challenges faced that could affect the quality of data.
- I took responsibility for project equipment that I was entrusted with.
- Reported daily issues and challenges to the project officers.
- I presented the data to the supervisor at the end of each day
- Report to the supervisor before and after day's work for further direction.
- Ensure handling in all the completed household visits and verification's questionnaires for the day to the supervisor.

LUTHERAN WORLD FEDERATION (LWF)
KAKUMA AREA OFFICE: DATA MANAGEMENT INTERN

OCT- DEC 2021

RESPONSIBILITIES

- I facilitated refugees' teachers training for new Kenya CBC curriculum. I helped LWF fill the attendance forms to facilitate payments of trainers and trainees, and made sure the consultant fulfills his role by teaching the refugee teachers.
- I facilitated NGO Mondo (Estonian NGO) digital competencies for educators training. I helped ensure that all the tablets and mobile phones are in the right condition before the start of training, and also collaborating with a consultant from Uganda to impart information technology concepts to the trainees.
- Tagging computer accessories received from the UNHCR donors before transporting them to

	<p>schools in Kakuma Refugee camp.</p> <ul style="list-style-type: none"> • Distributed and installed 21 computer equipment to 21 primary schools in the Kakuma refugee camp. • Consulting computer users to ascertain needs and to ensure that facilities meet project requirement. <p>BLACK ROCK TECHNOLOGIES: Operations Manager AUGUST 2020- AUGUST 2021 RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Troubleshooting the printer • Installing windows operating system on the clients' computers • Activating windows operating system and MS office applications. • Setting up the whole workstation. • Installing antivirus software on the client computer. • Offering all online services required by the general public. • Typing self-help groups constitutions and minutes. • Managing IT budget. • Scheduling upgrades • Keeping up to date with new technology. • Filing of the company documents. <p>KENYA NATIONAL BUREAU OF STATISTICS: ENUMERATOR AUGUST 2019 RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Counting of households, I had been allocated • Reporting to my supervisor about the total households I had counted on a given day. • Interviewing the household head of each homestead. • Working together with a village elder to do household counting.
INFORMATION TECHNOLOGY SKILLS	<ul style="list-style-type: none"> • Microsoft Office Suite (word, PowerPoint, excel, outlook, access and publisher) • Managing email accounts • Open office suite • Windows 11, 10, 8, 7 • Kali Linux, Linux Mint, Ubuntu desktop • Internet research and information gathering
PERSONAL PROFILE	<ul style="list-style-type: none"> • Result oriented and a team player. • Principled and has ability to get the job done. • Focused individual with strong interpersonal, social and communication skills.

CAREER OBJECTIVERS	<ul style="list-style-type: none"> • To work in an organization that presents me with new challenges and opportunities to learn while adequately utilizing my potential to achieve company and personal goals to better the organization.
SOFT SKILLS	<ul style="list-style-type: none"> • Teamwork • Creativity • Problem solving • Listening • Writing • Time management • leadership
HOBBIES	<ul style="list-style-type: none"> • reading novels • travelling • playing basketball • tutoring • All kinds of Music
REFEREES	<p>Joseph Mwangi Data management officer LWF Kakuma Office josededd@gmail.com 0723500219</p> <p>David Erenk Erukudi Camp field officer Department of refugee services (DRS) ereng@refugees.go.ke 0716798605</p> <p>Noah K. Bowen Returning Officer IEBC 0722466302 nkbowen@yahoo.com</p>