










WINNIE CHERUIYOT

Manager

Personal Info

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-  29312434
-  Kenyan
-  N/A
-  27/08/1992

Education

- BSC
| University of Eldoret
2015
- Seko Girls High School
| 2010
- Holy Rosary Primary School
| 2006

Skills

computer hardware - Expert
Computer Science. - Expert
computer systems - Expert
Data entry - Expert
database - Expert
empowerment - Expert
enthusiastic - Expert
finances - Expert
Freelancing - Expert

Summary

- To obtain a position where I can maximize my knowledge, skills and learning abilities to attain excellence in organizational effectiveness within a reputable organization; one that will utilize my skills and know - how while fostering my professional development.
- I am a self-motivated and enthusiastic professional in the field of Information technology. I have the ability to perform web development and design, install, operate, configure basic network infrastructure and install new software. In addition, I am qualified for a Bachelor in Computer Science. I desire to work in a competitive and challenging environment utilizing the skills developed through experience and education.

Work Experience

Manager, Lokichar Vocational Training Centre , Turkana county 2022 - 2024

- Interpret policy and make the school's purposes clear to everyone
- Ensure necessary equipment and monetary resources are available for school use
- Maintain school discipline
- Attend to trainees' welfare
- Induce, motivate and retain instructors
- Establish and maintain good community relations
- Be accountable for the institution's finances
- Maintain and keep the institution's records.
- Assign duties and tasks to the staff
- Check teaching standards in the institution
- Taking and maintaining records of the proceedings of the BOG meetings

Instructor, Lodwar Vocational Training Centre 2016 - 2021

- Plan, prepare and deliver instructional activities that facilitate active learning experiences.
- Develop schemes of work and lessons plan.
- Establish and communicate clear objectives for all learning activities

Information technology. - Expert

IT Support - Expert

Project Management - Expert

self-motivated - Expert

spreadsheet - Expert

teaching - Expert

web development - Expert

welfare - Expert

Leadership - Expert

Communication - Expert

Work ethic - Expert

Teamwork - Expert

Decision-making - Expert

Time management - Expert

Strategic thinking - Expert

Problem-solving - Expert

Languages

English - Native Speaker

Swahili - Native Speaker

- Provide a variety of learning materials and resources for use in educational activities
- Identify and select different instructional resources and methods to meet student varying needs.
- Instruct and monitor students in the use of learning materials and equipment's.
- Keep updated with developments in Information Technology teaching resources and make relevant changes to instructional plans and activities.

Data Entry Clerk, Standard Chartered Bank

September 2015 - October 2015

- It involves entering information into the computerized database. Paper-based information needs to log into a spreadsheet or database.
- Insert, update and maintain accurate data on computer systems and in archives.
- Compile verify accuracy and sort information according to prioritize to prepare source data for computer entry.
- Review data for deficiencies or errors, correct any incompatibilities if possible and check output.
- Keep information confidential.

IT Support assistant , Circuit Business System Limited

May 2014 - August 2014

- It involves installation and configuring computer hardware, software systems, network printers and scanners.
- Performing preventive maintenance service. Installing new software to the systems for Affiliations
- Association of student volunteers of University of Eldoret.
- A member of the Career fair and Expo (AIESEC).

Awards and Achievements

- Certificate in Project Management -2019
- Most promising AIESEC Member – 2013
- Certificate in computer systems and Applications.
- Certificate of participation in youth empowerment and career growth.
- Certificate of participation in health awareness day.
- Certificate in cisco certified networks associate (CCNA).

Hobbies

Volunteer work, traveling, reading inspirational books, Freelancing

References

References available upon request