

LINAH NTINYARI

Website Management Assistant

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SUMMARY

A Computer Science graduate with 4 years of progressive hands-on learning and project experience in website content management, WordPress, and user optimization. I bring a deep understanding of system analysis, project management, data structures and modern software stacks. With technical expertise in both hardware and software, I am committed to solving complex problems, transforming abstract concepts into functional, client-focused software solutions. Eager to apply these skills to contribute meaningfully to web-focused projects and support the achievement of organizational goals.

SKILLS

- *Programming & Web Development* – PHP, WordPress, HTML5, CSS3, JavaScript, Python, SQL,
- *ICT Support & System Administration* – Microsoft 365(Outlook, Teams, SharePoint), Hardware/software installation & troubleshooting, IT helpdesk support (L1 &L2), Network management
- *Tools & Documentation* – SOP & technical report writing, Digital filing & record-keeping, Data entry & backup monitoring, Version control
- *Soft Skills* - Fast Learner with adaptability in dynamic settings, Team collaboration & self-driven execution, Excellent communication & interpersonal skills, Strong attention to detail and accuracy

EXPERIENCE

Kenya Institute of Curriculum Development (KICD)

May 2024 - August 2024

ICT Intern

Nairobi, Kenya

- Supported website content updates, homepage maintenance, and digital file uploads in coordination with graphic and communication teams.
- Assisted in layout adjustments, link debugging, and monitoring page responsiveness across browsers.
- Participated in site performance reviews and collaborated with team leads to implement UI/UX enhancements.

- Provided Level 1/2 technical support on Microsoft 365 and cloud platforms, improving cross-departmental communication tools.
- Created SOPs for recurring update tasks and supported documentation of change logs for digital content.
- Maintained a focus on web usability, access control, and content integrity, aligning with institutional standards.

PROJECTS

Frontier Education Fund (MERN Stack)

February 2025

- Led the development of a donation platform connecting remote schools in Kenya with potential donors.
- Implemented secure, role-based authentication (Admin, Donor, School) and integrated Paystack for seamless donations.
- Designed and optimized a responsive frontend using React.js and Bootstrap, improving accessibility across devices.

EU Bursary & Work-Study Online Application (PHP & MySQL)

March 2024

- Served as a team leader in the successful transition of Egerton University's bursary application system to a fully online platform.
- Collaborated with peers to implement document upload, application tracking, and secure login functionality.
- Streamlined the entire application process, increasing access and operational efficiency for students and administrators.

Pet Shop Kenya (WordPress)

October 2023

- Collaborated in a cross-functional team to build a user-friendly e-commerce platform for pet products and adoption.
- Customized WordPress features and integrated secure payment and delivery systems, enhancing user experience.
- Enhanced SEO and site responsiveness, contributing to increased visibility and user engagement.

EDUCATION

Egerton University Njoro Campus

2021-2025

Bachelor of Science in Computer Science

Nakuru, Kenya

LANGUAGES

English

Kiswahili