

Baraka Mark Bright (Data Entrant with Aids Information Center)

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OBJECTIVE

To secure a position of data entry clerk where my organizational and office skills are well utilized.

OBJECTIVE STATEMENT

Accurate, fast keying skills and sound knowledge of computer applications. Proven ability to collect and manage information efficiently and accurately. Excellent written and verbal communication skills and a strong desire to work hard and perform well.

WORK EXPERIENCE

IT Specialist

February 2022 – Present

Feminature Uganda

Key Qualifications and Responsibilities.

- Prepare content to feed the organizational social platforms.
- Maintain the website by updating, identifying and fixing bugs in the organization websites.
- Maintain, troubleshoot and repair organization hardware components such as printers, laptop and desktop computers and so on.
- Provide tech related support to staff on a number of issues such as internet challenges and so on.
- Design fliers, banners, posters for the organization

Freelancer Web Developer

August – Present

Kim Digitary

Key Qualifications & Responsibilities

- Understand the complete functionality of the website and the purpose of the website at early stage of creation.
- Discuss the plan to build the website.
- Design and develop the website/web application
- Maintain constant communication
- Code and website evaluation
- Maintenance and content development

IT Support staff Internee

May 2019–July 2019

Muni University

Key Qualifications & Responsibilities

- Designing, setting up and installation of the computer laboratories.
- Designing, setting up and installation of the Muni University Incubation Center workstations.
- Under the guidance of the Head of Department (ICT), we developed an Employee Leave Management System which is currently under testing.
- Notified the Supervisor or computer maintenance technicians of equipment malfunctions.
- Oversaw the operation of computer hardware systems, including coordinating and scheduling the use of computer terminals and networks to ensure efficient use.
- Loaded peripheral equipment with selected materials for operating runs or oversaw loading of peripheral equipment by peripheral equipment operators.

Data Entrant

October 2018–November 2018

Aids Information Center (Kobo Toolbox Software)

Key Qualifications & Responsibilities

- Prepared documents for data entry.
- Verified, updated and corrected source documents.
- Entered data into designated database and forms.
- Performed statistical checks for accuracy.
- Recorded all tasks and activities.
- Routed data to appropriate staff.
- Researched and retrieved requested data.
- Performed daily control functions.

EDUCATION**Bachelor of Science in Information Technology**

Muni University

Graduation: 2021

Relevant Coursework: Computing and Informatics Design, Database Management Systems, Responding to Technological Failures and Concerns, Web Systems and Services, Information Security Management, Systems Analysis and Design, Database Design and Implementation.

Uganda Advanced Certificate of Education

Busaana Secondary School

Completion Year: 2016

Relevant Subjects: Physics, Mathematics, Economics, ICT and General Paper. Scored 15 points with three principal passes.

KEY SKILLS

- Organizational and planning skills
- Teamwork
- Communication skills
- Data collection and management
- Attention to detail
- Problem-solving
- Confidentiality
- Reliability

LANGUAGES

- **Luganda:** Native
- **Lugabara:** Native
- **Lusoga:** Native
- **English:** Official

REFERENCES:

Mr. Patric Opio Data Analyst Infectious Disease Institute Telephone: 0777743339	Mr. Candia James ICT department Muni University Telephone:0782788851
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