Bernice Kipkeny

Contact Information:

1. ***Phone: (226) 347-7617***
2. ***Email:***
3. ***Profile***
4. ***I am a hardworking individual with a passion for learning new things. I thrive in fast-paced and challenging environments. While pursuing a career as an automotive technician, I also enjoy working in an environment that challenges me mentally and allows me to apply and showcase my extensive skill sets.***
5. ***Experience***
6. ***Dock Technician, Christie Lights, Etobicoke***
7. ***Sept 2022 - Present***
8. ***Off-load incoming shipments and organize items for departmental distribution.***
9. ***Scan all incoming shipments to ensure correct delivery and distribute items to corresponding departments for testing and inspection.***
10. ***Pick and pack items to fulfill outgoing orders.***
11. ***Control workflow to ensure minimal waste and errors.***
12. ***Train new employees on day-to-day operations.***
13. ***IT Support Internship, Kenya Pipeline Company, Nakuru, Kenya***
14. ***2018 - 2019***
15. ***Assisted lead technicians in the following:***
16. ***Network and cable installation.***
17. ***Hardware and software preventative maintenance.***
18. ***QMS - User database configuration and management.***
19. ***Password and terminal access management.***
20. ***User software support.***
21. ***Secretary, Primer School, Eldoret, Kenya***
22. ***2016–2018***
23. ***Communicated with parents on student concerns and required supports.***
24. ***Supplied and replaced textbooks and learning materials for students.***
25. ***Updated teachers on student fees.***
26. ***Ordered and updated office/school supplies.***
27. ***Assisted in readying final student grade reports.***
28. ***Education***
29. ***Automotive Training Centre, Etobicoke***
30. ***Automotive Service Technology Pre-Apprenticeship (In Progress)***
31. ***Moi University - Eldoret, Kenya***
32. ***Bachelor of Science - Information Science (2018)***
33. ***IT Technologies***
34. ***Media Sciences***
35. ***Library Sciences***
36. ***Record Management***
37. ***Maria Soti Girls Education Centre - Eldoret, Kenya***
38. ***High School Diploma (2012)***
39. ***Skills***
40. ***Excellent time management skills***
41. ***Good communication skills***
42. ***Proficient in Microsoft applications***
43. ***Excellent computer and software knowledge***
44. ***Exceptional problem-solving and critical thinking skills***
45. ***Attention to detail, with the ability to practically apply theoretical knowledge***
46. ***Good customer service skills***
47. ***References***
48. ***Filmon Daniel: (437) 262-6571***
49. ***Nadeem Premji, Automotive Professor: (416) 786-5226***
50. ***Feel free to customize this further based on specific job applications. Best of luck with your job search! 🌟***