

CURRICULUM VITAE

EDWIN KIPCHUMBA KOLEM

EMAIL: edwinkolem5@gmail.com

PORTFOLIO: <https://edwinkipchumba.github.io/portfolio/>

GITHUB: <https://github.com/edwinkipchumba>

P.O. BOX 666-00100,

[NAIROBI; KENYA](#)

CELL PHONE: +254728357619 /736961570.

PROFILE SUMMARY

An ICT professional with a broad expertise in web design, network administration, system administration, database management, AutoCAD design and Accounting Packages. My goal is to secure a position where I can actively apply my skills.

CAREER OBJECTIVES

- To be part of a team work in an organization that calls for total dedication and commitment where I can explore my potential to the maximum making both the organization and myself successful.
- To execute assigned duties and responsibilities with integrity, transparency and honesty while offering value adding services to the organization.
- To work competitively and deliver expected results under no supervision.

EDUCATION BACKGROUND

- Moringa school of coding – May-November 2021
- Diploma in ICT - Rift Valley Technical Training Institute; 2014-2016.
- Kenya Certificate of Secondary Education - Weiwei High School; 2008- 2011
- Kenya Certificate of Primary Education - Sangach pry school; 1999- 2007.

CERTIFICATES ACQUIRED/ AWARDED

- Certificate of Excellence from Moringa school
- Cisco self-paced Cyber security Introduction and Essentials
- Cisco self-paced Introduction to Packet tracer.

- National Mathematics Contest Kabarak High School.
- Training of Executive Certificate of Proficiency (ECOP) offered by College of Insurance.

KEY SKILLS AND COMPETENCIES ACQUIRED

- ◆ Writing and maintaining code.
- ◆ Analyze the needs of the users of the specific software, design, develop and test the software to meet those needs
- ◆ Designing, implementing, and maintaining databases my Sql and Postgresql.
- ◆ Working on bug fixes.
- ◆ Gathering information from consumers about program functionality.
- ◆ Conducting development tests.
- ◆ Create quality mockups and prototypes.
- ◆ Auto Cad Design: Able to create drawings as well with Arch cads.
- ◆ Network Administration: Ability to set up networks of computers or printers or set up routers for wired and wireless connections.
- ◆ System Administration: Ability to handle Desktop administration, Software and hardware maintenance.
- ◆ Set up and Maintenance: Ability to install software programs or drivers.
- ◆ Operating Systems- Knowledge of operating systems; Windows, Linux and Mac.
- ◆ Flexibility- Can work in a busy and challenging environment.
- ◆ Communication Skills- Capability to relate well with employees and clients who need help with navigating their systems considering that every employee has their own level of computer competency.
- ◆ Trouble shooting- Able to fix the problems in a speedy manner keeping the systems up-to-date all the time.
- ◆ Technical Skills: Knowledge of types of software programs which are compatible with certain types of hardware.

- ◆ Accounting Packages: Able to do with Quick Books.
- ◆ Languages include python/Flask/Django, JavaScript/J Query and Angular framework

WORK HISTORY

KENYAWEB.COM LIMITED– Internship

ST. Ellis House Wabera Street Nairobi; 27th November, 2019 to 16th September 2020,

Duties and Responsibilities;

- Client's Email set up and configuration in webmail and outlook.
- Onsite and offsite Internet and Email support.
- Installation and configuration of broadband routers, setting up Wi-Fi access.
- Implementation of structured cabling both wired and wireless.
- Domain Registration.
- DNS Management.
- Data center management and monitoring using Whatsup Gold Ipswitch and ensuring all devices are running.
- Installation of network printers.
- Level one customer support.
- Handling front office duties.

KENYA FOREST SERVICE (KFS) – Internship

Karura, Off Kiambu Rd; 1st October, 2018 to 30th September, 2019

Duties and Responsibilities;

- Provision of basic troubleshooting of user reported ICT related issues.
- Setting up new ICT software on new/existing equipments.
- Updating ICT inventory system.

- Troubleshooting Local Area Network (LAN) issues as reported by users.
- Managing of users in the active directory (KFS domain).

Key Achievements

- Successfully Networking services, Data entry, Maintenance and Support.

INTERPENDANT ELECTORATE BOUNDARY COMMISSION – Contract

Marakwet East Endo ward; January to October 2017

Duties and Responsibilities:

- Voter Registration /Verification Clerk.
- Deputy presiding officer

Key Achievements

- Successfully assisted in the mobilization of eligible voters' registration into the system and timely delivery of results.

COUNTY GOVERNMENT OF UASIN GISHU –Attachment

ICT and E-Government; September – December 2015

Duties and Responsibilities;

- Network configurations, Software installations and upgrading of various windows to computers.
- User training and support activities with new IT related items.
- Installation, setup, configuration and updating of network accounts and computer software for staff.
- Planned for upgrades and software changes to increase efficiency
- Data recovery and data backups and server configurations and administration.
- Ensured that computers, switches, routers and other systems are working and in good condition.
- Checking Network bandwidth and the rate of uploads using Bit meter.

- Provided user support in troubleshooting, computer connections, removing paper jams among other things.

Key Achievements

- Successfully maintained the County servers, user support and maintenance, set up network and internet in the Offices.

ST. PLACIDO ACADEMY- Attachment

Computer Teacher; September-December 2013,

Duties and Responsibilities;

- Teaching all the packages.
- Installation and configuration of networks and computer systems
- Troubleshoot network and system problems, diagnosing and solving them.
- Provide support and maintenance.
- Empowering them on ICT

Key Achievements

- Successfully trained students on ICT and also making them computer literate.

HOBBIES

- Being updated to new technology.
- Reading Magazines and Newspapers.
- Playing volleyball.

REFEREES

Stanley Kemboi Kilimo, Banker

P.O Box 616-30700 Iten

Stanley.kilimo@equitybnk.co.ke

Tel: +254 722 546316.

Ms Kilimo Sharon

P.O Box 10 Tot
Social Worker Tot Sub-
County Hospital.

sharonkilimo92@gmail.com

Tel: +254 727861061.

Mr. Kormait Roncers

P.O Box 666-00100

Nairobi.

roncerskormait1@gmail.com

Tel: +254 722692198.