

SIMON EKIPETOT LOCHONGA

Lodwar | 0705137509 | lochongasimon@gmail.com

PROFESSIONAL PROFILE

Innovative and analytical **Data analyst, Quality assurance and Data scientist** with over two years of experience in **data management, Data analysis , and program performance monitoring**. Skilled in **data cleaning, validation, extraction, and automation** using Power BI, SQL, Python, and Excel. Experienced in managing **digital data collection tools** (Kobo, ODK, SurveyCTO) and developing dashboards that transform raw data into actionable insights. Strong background supporting **Monitoring, Evaluation, and Learning (MEL)** teams to ensure high-quality data systems and evidence-based decision-making.

DATA SYSTEMS & TOOLS EXPERTISE

- **Digital Data Collection:** Kobo Toolbox, ODK, SurveyCTO, CommCare (familiar).
- **BI & Analytics:** Power BI, Excel Power Query, SQL, Python.
- **Data Management:** Form design, logic setup, data validation, extraction, and merging.
- **Reporting & Visualization:** Dashboard development, KPI monitoring, trend analysis.

TECHNICAL SKILLS

Power BI | SQL | Python | R | Advanced Excel | Power Query | SPSS | STATA | ODK | Kobo TOOL BOX | SurveyCTO | CommCare | Power Query | Data Quality & Governance Tools.

PROFESSIONAL EXPERIENCE

Mary's Meals Kenya

Data Analyst (Programme Quality Assurance Officer) | Jun 2024 – Oct 2025

- Designed and maintained digital data systems and validation templates to improve program data quality.

- Extracted, cleaned, and validated large datasets ensuring accuracy and consistency across MEL systems.
- Built **automated Power BI dashboards** tracking KPIs and performance indicators for reporting and decision-making.
- Collaborated with MEL and program teams to respond to data requests, exports, and reporting needs.
- Documented workflows, version updates, and form logic to enhance system transparency.
- Designed and implemented secure digital data systems with validation rules, access controls, and audit checks to reduce data privacy risks.
- Monitored adherence to ethical data collection procedures and supported enforcement of privacy safeguards across field teams.
- Identified, flagged, and escalated data risks or inconsistencies, ensuring timely corrective actions to prevent potential breaches.

Programme Quality Assurance Intern | Nov 2023 – Jun 2024

- Supported compliance with data protection SOPs during data collection, verification, and reporting.
- Conducted data validation to identify irregularities, privacy risks, and potential breaches.
- Designed secure Excel and Power BI templates for observation, attendance, and supply tracking using privacy-by-design principles.
- Ensured informed consent, confidentiality, and ethical handling of respondent information.
- Collaborated with programme teams to strengthen privacy compliance, secure data flow, and proper documentation.
- Used Salesforce CRM to detect anomalies and enforce data quality and protection controls.
- Followed strict data protection and consent protocols during field data collection.

Save the Children – Kenya

Research Assistant (Data Enumerator) | Dec 2021 – Aug 2022

- Supported **community-based data collection** using Kobo and ODK for program monitoring.
- Cleaned and validated datasets, ensuring completeness, consistency, and accuracy.
- Assisted in verification of MEL indicators and compiled summary reports for decision-making.
- Flagged and resolved issues in form logic, variable mapping, and data usage.
- Ensured respondent confidentiality and secure handling of personal data during field data collection.
- Followed strict consent and privacy protocols during surveys and interviews.
- Cleaned and validated datasets while ensuring compliance with ethical data collection requirements.
- Identified risks in form logic, data flows, and variable mapping that could compromise data accuracy or confidentiality.
- Produced summary reports supporting ethical decision-making and secure data use

KEY PROJECTS & ACHIEVEMENTS

- **Power BI Dashboards:** Developed real-time dashboards to visualize program KPIs and data trends.
- **Data Validation Framework:** Created standardized data-cleaning and reconciliation systems improving accuracy.
- **Automation:** Designed Python scripts and Excel macros that reduced manual reporting time by 40%.
- **MEL Collaboration:** Supported monthly and annual data reviews and training sessions for field teams.

- Strengthened data protection and confidentiality measures across digital data systems.
- Standardized data governance workflows ensuring ethical handling of sensitive information.
- Improved compliance with data protection SOPs for MEL and program teams.

EDUCATION

Digital Regency — Data Science Course

Python, SQL, Data Visualization, Predictive Modelling | Aug 2025 – Present.

Lebanon Technical Training College- Data analysis.

Advance Excel, Power BI and SQL | October to November 2025.

AQSKILLS — Microsoft Power BI for Business Intelligence & Data Analytics Jul 2025 – Sept 2025

Sonek Data School — Quantitative Data Analysis

SPSS, STATA, Advanced Excel | 2022 – 2023.

University of Nairobi — BSc. Mathematics & Statistics | 2017 – 2021

Kenya Institute of Management (KIM) — Certificate in Computer Applications | 2019 – 2020

PERSONAL ATTRIBUTES

- Analytical, detail-oriented, and data-driven.
- Strong communicator able to translate complex data into actionable insights.
- Excellent trainer with capacity to build data literacy within teams.
- High integrity, confidentiality, and commitment to data quality.
- Upholds confidentiality and ethical data use
- Strong understanding of compliance and regulatory frameworks
- High integrity and risk-aware

REFERENCES

Mr. Kepher Ochieng – Programme Quality Assurance Lead, Mary's Meals Kenya | 0702545799

Mr. Charles Rutoh – School Feeding Manager, Mary's Meals Kenya | 0716837432.

Mrs. Pauline Lokarach – NSSF Registration & Finance Clerk | 0716683475