

PATIENCE MWANGI

P.O Box 10301 - 00200 · Tel. +254757211986

Email- subirawmwangi@gmail.com

EXPERIENCE

Monitoring, Evaluation & Learning Assistant (Data Management Associate)

Hivos East Africa – Nairobi, Kenya

April 2024 – March 2025

Duties and responsibilities;

- Managed and cleaned program data across multiple countries and Strategic Alliances using Excel, supporting two of the organization's largest global programs with data needs.
- Built and maintained interactive Power BI dashboards for donor reporting and stakeholder engagement across Africa, Latin America, and the Middle East.
- Controlled Supabase and Power BI administration, managing user access and ensuring data entry integrity and team collaboration.
- Supported the Lead Data Analyst with SQL queries and advanced reporting, facilitating accurate, real-time data insights.
- Consolidated data from 2021–2024 across partner countries and strategic partners, increasing transparency and supporting end-of-year program evaluation.
- Designed and implemented custom Excel templates for automated data entry, data analysis, data management, and standardized donor reporting - adopted across different programs in the organization.
- Conducted outcome harvesting and supported evaluation planning, identifying key program achievements and informing future strategies.
- Recognized for bold idea-sharing, leadership in data quality assurance, and consistently providing timely, actionable insights.

Volunteer Data Analyst & Trainer – COVID-19 Food Relief Program

Karura Community Chapel – Nairobi, Kenya

March 2020 – November 2020

Duties and responsibilities:

- Managed end-to-end data entry, quality assurance, and dashboard development for the food relief program.
- Used KoboCollect for data collection and trained 20–25 volunteers on digital survey tools to ensure clean, standardized data.
- Provided ongoing remote support and trained 6 regional center managers on data entry protocols to streamline reporting.
- Generated insights used by program leads to assess effectiveness and publicly present success metrics to community stakeholders.

Volunteer Sales Associate

Tumaini Scholarship Program – Karura Community Centre

February 2022 – December 2023

Duties and responsibilities:

- Handled daily sales reconciliation, ledger updates, and income tracking to support fundraising efforts.
- Initiated and managed small-scale income-generating activities to fund scholarships and community outreach.

Intern – Accounts & Field Support

Karura Community Sacco – Nairobi, Kenya

September 2022 – December 2022

Duties and responsibilities:

- Conducted M-PESA and ledger reconciliations, journal entries, and requisition processing.
- Participated in community training sessions on table banking and financial literacy.

EDUCATION

BACHELOR OF SCIENCE IN STRATEGIC MANAGEMENT

JOMO KENYATTA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY

SECOND-CLASS HONORS, UPPER DIVISION

Relevant coursework: Information Systems, Monitoring and Evaluation, Project Management, Financial Management, Quality Management

CERTIFICATIONS

- **Bridge for Developers Bootcamp (AI for Scalable Solutions)** – Impact Africa Network (May 2025)
- **Data Analytics Bootcamp** – Alexander Freberg (Sept 2024)
- **Software Development (Specializing in Python Django)** – Power Learn Project (May 2024)
- **Fire Safety Training** – Hivos Foundation Kenya (Aug 2024)

SKILLS

- Tools & Platforms: Power BI, Excel (Advanced), Supabase, KoboCollect, SQL, Microsoft Office, Microsoft SQL Server Management, Tableau
- Programming: Python, JavaScript, HTML/CSS, React, Tailwind CSS
- Soft Skills: Analytical Thinking, Detail-Oriented, Problem Solving, Team Collaboration, Clear Communication, Fast Learner
- Languages: English (Fluent), Kiswahili (Fluent)

ACTIVITIES & COMMUNITY ENGAGEMENT

Active community service volunteer since 2017, supporting:

- Karura Community Chapel – Dorcas Ministry
- Karura Community Centre – Tumaini Scholarship
- Uzima Medical Camp

REFEREES

Victoria Ndung'u

Senior monitoring and evaluation manager, KCB Foundation

Email address: vickyndungu16@gmail.com

Phone Number: 0715993339

Bernard Kabaru Mwangi

Director, Life Empowerment For Transportation Int'l (LEFTI)

Email address: benkabaru@gmail.com

Phone number: 0733594256

Abigael Kiprono Kima

Project Assistant, Hivos

Email address: abigaelkima@gmail.com

Phone number: 0708459492