1. Adult Facility Homes data entry and record keeping – Client is in Washington County

She sends me data collected in written form from every visit she makes to the homes, then I key in the data into forms and templates provided, then send them back to her for filing in the client’s files.

I also help her keep a record of all these files for easy retrieval and scheduling of the visits.

The visits she does are 90-day supervisory visit – which I help her track, admission of new clients, delegation of new caregivers, and rescinding of caregivers that no longer work with the clients.

Main tasks: data entry and cleaning, reminders, record keeping and tracking important information.

1. Assisting a senior data analyst at Hivos

I was in charge of consolidation and cleaning of key data to be used for analysis.

I was also put in charge of data entry using Supabase that was connected to a dashboard and also controlling and writing the DAX measures in Power BI. I was the primary admin for the Supabase entry and Power BI, mainly controlling data entry and ensuring whatever is being keyed in is accurate, while the data analyst wrote the sql queries and designed the whole model, he was also the first one to do the DAX measures before handing it over to me.

Created reporting templates using (VLOOKUP, and data validation tools among other key Excel formulas) and consolidated and cleaned data for report writing, both qualitative and quantitative data.

1. Covid 19 Food relief program at Karura Community Center

I was in charge of data collection and entry. I would receive data from different sources then delegate it to different people to do the entry and the send it to me. I would then clean it up and send it to the person in charge.

After a while I was involved in the analysis, using tools in Excel such as Pivot tables, charts, graphs and send this information to the committee.

One of the biggest challenges was that we had a large number of beneficiaries and we were trying to avoid people coming back twice in a week, so I helped create tables with a list of beneficiaries’ details for verification at entry point for the different centers involved. There was also a Kobo Collect designed for data collection and I was trained on ow to use it so that I would train those on the ground on how to collect data and how to retrieve and clean this data from the backend for analysis.

1. Recently created an Excel template for an NGO called LEFTI

It can be used as an example of creating templates for data collection, record keeping and analysis.

It can also be used to send Whatsapp messages to the beneficiaries, for updates, quick checkups, and words of encouragement.