

STACY ATIENO *Records Manager*

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📅 1999-10-30

KENYAN

♀ FEMALE

PROFILE

I am a result driven, self-driven, ambitious, fast learner and a true team player with good interpersonal skills. I possess a great desire and drive to prosper in all work I venture into. I desire to work in a highly competitive and dynamic organization specializing in providing quality standard to enable me gain exposure that will shape me to face the current needs.

EXPERIENCE

12/2022 – 03/2025 **Asst. Records Manager**

Kisumu, Kenya **NATIONAL LANDS COMMISSION**

- Managed the entire lifecycle of information, including creation, storage, retrieval, maintenance, archiving, and disposition.
- Organized and classified physical and electronic records using file systems and business classification schemes.
- Responded promptly to information requests, providing appropriate access to information for both internal and external stakeholders.

05/2022 – 07/2022 **Attachee**

Meru **MERU UNIVERSITY OF SCIENCE AND TECHNOLOGY**

- Managed the packing, labeling, and shelving of archival materials in the repository to ensure secure and systematic storage.
- Facilitated efficient retrieval and return of documents, maintaining accurate file movement records and assisting with internal information requests .

01/2020 – 03/2020 **Attachee**

Kisumu **KENYA NATIONAL ARCHIVES AND DOCUMENTATION SERVICES.**

- Organized and classified physical and electronic records using a business classification scheme to facilitate easy retrieval and efficient storage.
- Prepared detailed description lists and catalogs for archival materials, enhancing accessibility for researchers and staff.

EDUCATION

2025 – Present

Master's Degree in Information Science

KENYA METHODIST UNIVERSITY

2018 – 2022

Degree in information science (Records and Archives Management)

MERU UNIVERSITY OF SCIENCE AND TECHNOLOGY

2014 – 2017

KCSE

NG'IYA GIRLS' HIGH SCHOOL

2006 – 2013

KCPE

CENTRAL PRIMARY SCHOOL