KEVIN MACHARIA NJUGUNA

Tel: +254 758 869 639

Email: njugunak.kevin@gmail.com

CAREER PROFILE SUMMARY

As a highly motivated and experienced individual with a degree in Business IT and a Diploma in IT, I possess a diverse skillset that enables me to thrive in any IT environment. My skills in both Windows and Linux environments allow me to navigate complex systems with ease, while my proficiency in Photoshop and Illustrator enables me to create stunning graphics and designs.

With expertise in HTML5, CSS, React, and JavaScript, I have a solid foundation in web development and possess the ability to build robust web applications. My knowledge of computer networks further strengthens my ability to design and implement effective solutions that meet the needs of any organization.

EDUCATION

- **Bachelor of Business Information Technology-** Strathmore University. Jan 2013 to July 2016.
- **Diploma (Information Technology)-** Strathmore University. Jan 2007 to July 2009.

KEY SKILLS AND COMPETENCIES

- **Graphic Design:** Proficiency in Design Software: Knowledge of graphic design software such as Adobe Creative Suite (Photoshop, Illustrator, InDesign, etc.). The ability to manage multiple projects and deadlines while prioritizing tasks effectively.

  Knowledge of color schemes and the ability to use colors effectively to create visually pleasing designs. Knowledge of typography and the ability to choose appropriate fonts for different design projects. The ability to find creative solutions to design challenges and adapt to changes in project requirements.

- **Front-end Web Development:** Knowledge of HTML5 syntax and semantics, including familiarity with common tags and attributes, and the ability to write valid and well-structured markup.

  Proficiency in CSS, including the ability to create layouts and style elements using CSS properties, selectors, and responsive design techniques.

  Strong understanding of the React framework, including knowledge of React components, state and props management, and lifecycle methods. Ability to diagnose and fix issues with HTML, CSS, and JavaScript code, using tools like the browser console and debugging extensions.

WORK HISTORY

Web Developer & Graphic Designer
Freelance 2020 - To date
Duties and Responsibilities

• Collaborating with clients to understand their needs and goals for the website, and providing recommendations and guidance on website design and functionality.
• Designing and developing websites that meet client specifications and requirements.
• Writing code using programming languages such as HTML, CSS, JavaScript, and PHP.
• Testing website functionality and identifying and resolving any issues or bugs that arise during the development process.
• Creating and managing databases, server configurations, and web hosting platforms.
• Ensuring that the website is responsive and mobile-friendly, and optimizing it for search engines.
• Managing multiple projects simultaneously, prioritizing tasks, and meeting project deadlines.
• Providing ongoing website maintenance and support, such as updating content and fixing bugs.
• Communicating regularly with clients to provide updates on project progress, incorporate feedback, and address any issues or concerns.
• Staying up-to-date with the latest web development trends and technologies to continually improve skills and knowledge.
• Managing finances, contracts, and billing processes for freelance projects.
• Building and maintaining a strong professional reputation and client base through marketing and networking efforts.
• Providing excellent customer service to clients, and ensuring that their needs and expectations are met or exceeded.
• Maintaining professionalism and confidentiality when dealing with client information and data.
• Adhering to ethical and legal standards in web development, such as copyright and data protection laws.

Census Enumerator
Kenya National Bureau of Standards; Aug2019-Sep2019
Duties and Responsibilities

•Conducting a comprehensive enumeration of all households and persons within their assigned areas during the census period.
•Recording all necessary data on census questionnaires, including household demographics, housing conditions, and socio-economic characteristics of the population.
•Providing necessary guidance and assistance to households during the enumeration process.
•Ensuring data quality by carefully reviewing all completed questionnaires for errors and inconsistencies before submitting them for processing.
•Reporting any challenges or issues encountered during the enumeration process to the relevant authorities for timely resolution.
•Conducting myself in a professional and ethical manner throughout the census enumeration period, upholding the integrity and credibility of the census exercise.

Key Achievements;

- Successfully completing the enumeration of all households and persons within their assigned areas during the census period.
- Maintained confidentiality and ensured that all data collected during the enumeration process was kept secure and protected from unauthorized access.
- Ensuring that all assigned tasks were completed within the designated time frame.
- Contributing to the successful completion of the national census, which is an important exercise for planning and development purposes.
- Being a part of a historic event that aimed to gather important demographic and socio-economic data for the country's development.

Web & Graphics Designer
SankalaITsolutions; 2014 -2019
Duties and Responsibilities

- Designing and developing creative and effective website layouts, graphics, and user interfaces.
- Creating and managing digital assets, including logos, icons, banners, and images for web and social media platforms.
- Staying up-to-date with design trends and new technologies to improve design skills and enhance the quality of work produced.
- Communicating and presenting design concepts and ideas to clients or team members, and incorporating feedback into final designs.
- Managing multiple projects simultaneously, prioritizing tasks, and meeting tight deadlines.
- Testing and troubleshooting website functionality and design to ensure a seamless user experience.

Key Achievements;

- Created visually appealing and effective website designs that enhance the user experience and contribute to increased traffic and conversions.
- Received positive feedback from clients or team members regarding design quality and effectiveness, indicating a job well done.
- Managing multiple projects simultaneously, prioritizing tasks, and meeting tight deadlines, while maintaining a high level of quality.
- Creating and maintaining style guides and design templates that ensure consistency in branding and messaging across all marketing channels.

Customer Services Intern
Consolidated Bank (K) Ltd – Koinange Branch; July 2009
Duties and Responsibilities;

- Assigned to the money transfer section, learned and successfully engaged in the process. (Mastrex System)
- Assigned to the inquiries section. Handled customer queries with the guidance of my immediate supervisor.
- Engaged through learning and helping in the clearing of cheques at end of each day at the cashier's section.

- KYC (Know Your Customer) processes. Data gathering and analyzing.

WEBSITE LINKS

- https://www.bekilinkinsuranceagency.com | September 2022
- https://www.leratocreations.co.ke | May 2022
- https://www.tpiw.leratocreations.co.ke | May 2022
- https://www.blog.leratocreations.co.ke | May 2022
- https://www.freekenyasignatures.com | June 2022
- https://www.mashadesigns.leratocreations.co.ke | May 2022
- https://www.lukenyaresort.com | May 2022
- https://www.rentoline.co.ke | April 2022
- https://www.kuku.freekenyasignatures.com | Egg production and Sales Management System Material UI Admin Dashboard for the front end and Php Laravel for the back end. | July2023