**Emily Aisha Wayua College Admission**

milaisha098@gmail.com

**PROFILE**

Motivated, organized and passionate student with intention of gaining admission into your renowned University. Hardworking and driven, with goals of grow in your respect data science program. Bringing forth a strong academic with diploma in project planning and management.

**EMPLOYMENT HISTORY**

TIFA RESEARCH CENTRE| |Research Assistant, Nairobi, Kenya| April 2021-Aug 2021

* Data collection on interview app, Piloting survey, and actual data collection.
* Administering study instruments in accordance with study guidelines
* Provide routine progress reports to the study coordinator
* Synchronize and perform daily data back-up

HELPAGE INTERNATIONAL| Research Assistant, | Nairobi, Kenya February 2021

* Data collection on CSentry.Piloting survey, translations, and actual data collection
* Review print and online resources to gather information
* Check facts, proofread, and edit research documents to ensure accuracy
* Assist in daily electronic device maintenance and storage
* As appropriate to the specified position, codes and verifies data in accordance with specified research protocol and coding procedures and enters data into a computer database and/or spreadsheet application for subsequent analysis.

*HElPAGE INTERNATIONAL* |Program Assistant, | Nairobi, Kenya| May 2019

* Manage and partner’s electronic diary, assessing the priority of appointments
* Communicate and handle incoming and outgoing electronic communication on behalf of the partner
* Research and information gathering. Writing a report on research and gathered information.
* Support the development of variety of products including print, graphic and multimedia collateral for research units.

**EDUCATION**

November 2017 Diploma in project planning management, Nairobi University

January 2016—June 2016 Certificate in Computer Packages

January 2011---November 2015 High school Certificate, Ndithini Secondary school

**SKILLS**

Interpersonal communication skills Expert

Love of Learning Expert

Time management Competent

Analytical Thinking skills Expert

Computer skills Competent

Multiplex problem solving Expert

**REFERENCES**

Mr. Dickson Ndonye, Position: Finance Officer, HelpAge International, Email: [dickson.ndonye@helpage.org](mailto:dickson.ndonye@helpage.org) Phone +254727783697

Mr.Enos Omondi ,African wildlife Foundation,[eomondi@awf.org](mailto:eomondi@awf.org) .+254711163386

Mr. Simon Ndulu,University of Nairobi [Simon.ndulu@uonbi.ac.ke.+254721216282](mailto:Simon.ndulu@uonbi.ac.ke.+254721216282)