**Emily Aisha .W**

Phone:+254743680723 | Email:milaisha098@gmail.com(Research Associate – M&E and Data Analysis) | Gender: Female

*Program Management;Data Quality Assurance; Program Monitoring & Evaluation; Concept Development; Quantitative & Qualitative Data Collection, Analysis & Reporting; Database Maintenance; Knowledge Management*

# PROFESSIONAL EXPERIENCE

**HELPAGE INTERNATIONAL|***Research Assistant|Nairobi,Kenya***|**22/02/2021

Full time –40 hours/week

* Data collection on CSentry. Piloting survey,translations,and actual data collection.
* Ensure data collected is safely transmitted to the designated central repository.
* Provide routine progress reports to the study coordinator.
* Ensure data quality by responding to the PM REL’s queries.
* Administering study instruments in accordance with study guidelines
* Self-edit all completed interviews to ensure quality data
* Harmonizing any inconsistencies that arise in the data and update all relevant changes accordingly
* Submit work and work reports on time
* Synchronize and perform daily data back-up

**HELPAGE INTERNATIONAL |** *Research Assistant |*Nairobi, Kenya | 01/2019-05/2019

Full time – 40 hours/week

* Data collection on Survey CTO. 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
* Travels to field sites to collect and record data and/or samples as appropriate to the specific objectives of the study.
* 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.
* Develops or assists in the development of interview schedules; contacts potential subjects to introduce and explain study objectives and protocol, and to arrange interviews, either in person or by telephone.
* Identifies and compiles lists of potential research subjects in accordance with study objectives and parameters, as appropriate to the individual position.
* Assist in developing Monitoring and Evaluation plan

**HELPAGE INTERNATIONAL |** *Program Assistant |*Nairobi, Kenya | 08/2018-12/2018

Full time – 40 hours/week

* Manage the Partner’s electronic diary, assessing the priority of appointments.
* Communicate and handle incoming and outgoing electronic communications on behalf of the Partner.
* Greet visitors graciously and in a professional manner, create a good personal image through a neat, professional appearance and a positive, cheerful attitude.
* Research and information gathering – writing a report on researched and gathered information
* Minute taking and distribution of any important communication to members of staffs.
* Manage travel arrangements for the partner whenever undertaking business trip (including visas/accommodation
* Support the development of a variety of products including print, graphic and multimedia collateral for research units
* Oversee production of those products in coordination with the procurement team, ensuring that contracting, payment and other procedures are followed.
* Take lead in coordinating, preparing materials and linking with various operations departments to ensuring internal program meetings and workshops are a success
* Technical support to program teams
* In collaboration with the project team, support scheduling and running of planed meetings. Specifically provide logistical support to all the technical and team leads on all planned activities.

**LIGHTLINE COMPANY|*Research Assistant |* Nairobi, Kenya | 01/12/2021**

* Data collection on Geopoll interviewer. Worked with different organizations under light-line company for various surveys. This include;

**Kenya Banking Services-Equity bank.** The survey was about how loans have helped the equity

bank customers during the covid-19 lock down

**UN-Women Survey**.To understand the challenges that women face while using public transport in

Nairobi

**Plan International.**the survey was about how girls and young women think and participate in

politics

**Fraym International**

# EDUCATION

**UNIVERSITY OF NAIROBI |** Nairobi, Kenya | ongoing | Bachelor’ Degree in Project Planning and Management

**UNIVERSITY OF NAIROBI |** Nairobi, Kenya | 2019 | Diploma in Project Planning and Management

# RELEVANT COURSES

* On going French classes
* On going undergraduate in Project Planing and Management

# TRAINING

**NYARI COMPUTER SCHOOL | 40** hours

* Certificate in Computer Packages

# SKILLS/PERSONAL INTEREST/HOBBIES

**SKILLS |** Computer Skills: MS Office Suite, Knowledge & application of data analysis tools (SPSS, Excel, STATA-basic)**,** Knowledgeof QGIS & approaches (Erex20 GPS unit), Excellent oral & written correspondence with an exceptional attention to detail (English, Kiswahili), Training of trainers, Knowledge & application of mobile phone data collection tools (ODK, KoBo,CSEntry).

**ABILITIES |** Ability to articulateand take into account the diversity of different stakeholders’ interests and values that are relevant to projectactivities, ability to work with people of diverse ethnic backgrounds as a team and build collaborative relationships, ability to work under pressure and meet deadlines with no supervision, ability and willingness to always travel to project areas and live in basic conditions.

**PERSONAL INTEREST |** Planning, designing, implementing and evaluating people-centered projects that seek to improve the human conditionwhile maintaining financial and economic sustainability; Empowerment of the vulnerable population (children, older persons, women and youth) through evidence-based projects.

**HOBBIES |** Travelling, Community Service, Reading, Research and Learning, Social Media, and Adventure

# REFEREES

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