KELVIN MUTUKU

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Skilled Information Technology specialist with the skills and qualifications necessary to meaningfully enhance IT systems and programs of an organization. Reliable, adaptable, and highly innovative expert with ability to design create and manage IT initiatives from inception to implementation.

EDUCATION

Strathmore University   January 2019 – December 2019
CCNA-Cisco Networking Academy
- *Certified Cisco Network Associate*

Multimedia University of Kenya   September 2014 – August 2018
Bachelor of Science – Computer Science
- Second Class Honors

Mary Mother of Grace Secondary School   February 2010 – November 2013
Kenya Certificate of Secondary Education
- Mean Grade A- (minus) 80 points

WORK EXPERIENCE

Director of Information Technology, The Leo Project Kenya   January 2020 – Present

- Devised IT/Digital Literacy curriculum from the inception of the project
- Developed E-learning portal and uploaded curated content for remote learning
- Developed Electronic Medical Records (EMR) for the Caitlin O'Hara Community Clinic
- Supervised IT/ Digital Literacy trainings for 15,000+ learners
- Managed all data science tracking of The Leo Project's programmatic impact
- Managed all computer hardware and networking
- Streamlined and automated IT operations and systems
- Proactively pursued and secured strategic partnerships that support IT, funding, and growth
- Work to leverage innovative technology platforms to effectively tell The Leo Project's story
- Support US-based fundraising efforts
- Oversee IT budgets, Grants, and IT policies

Software Engineer, Mesozi Group   June 2017 – February 2019

- Software development- Cloud 9xp app and the integration of business and software solutions
- Debugging and testing code
- Fixed and maintained computer hardware and software
- Installing, operating, configuring, and troubleshooting Mesozi's IPv4 and IPv6 networks
- Provided technical support for network including routers, firewalls, and wireless access points
- Created marketing strategies for cloud9xp app and the company
- Collaborated with senior developers on researching, investigating, and fixing technical issues

ICT Department Intern, Nyandarua County Government   July 2016 – September 2016

- Collaborated in the development of an E-tendering system for sales/procurement
- Identified and reported system issues to vendors. Monitored and tested resolution of those issues sent to vendors.
- Monitored backup systems and procedures to ensure data security
- Performed minor repairs to equipment and arranged for other servicing needs
- Consulted with vendors, performed research, and evaluated products to assist in the selection and purchase of equipment and installation or upgrade of systems
- Assisted users in determining appropriate software solutions to meet needs
- Developed and provided user training for basic hardware and software use

Android and Web Developer, Health Ed. Solutions   **April 2016 – June 2016**

- Applied clean code practices and developed readable, maintainable code
- Improved existing user interfaces UI using material design principles
- Implemented agile software development to improve systems by using customers feedback to converge on the solutions
- Integrated data from various back-end services and databases
- Gathered and refined specifications and requirements based on technical needs
- Created and maintained software documentation

CERTIFICATIONS

CCNA Certified Cisco Network Associate   Strathmore University

IBM Cloud Computing   IBM
Certified IBM Cloud Application Developer 2018

Certified Entrepreneurship Instructor   Cisco Networking Academy
Certified Entrepreneurship Instructor 2020

Python Data Structures   University of Michigan
Python Programming 2020

Certified Associate Lead Coach   Street Business School
SBS Certified Associate Lead Entrepreneurship Coach 2021

AWS Cloud Technical   Amazon Web Services
AWS Cloud Technical Essentials 2022

Building Modern Python Applications on AWS   Amazon Web Services
Modern Python Applications on Amazon Web Services

SKILLS & QUALIFICATIONS

- Skilled in AWS, Microsoft Office, Google Suite, Software Development, HTML, CSS, Python, JavaScript, SQL
- Languages: Fluent English and Swahili
- Adept in IT project management, from design phase to implementation phase
- Creative thinker with an aptitude for IT-based solutions in community development
- Innovative and strategic thinker, adaptable and reliable during times of challenge and changing priorities
- Team player, ability to thrive in environments working closely with others or working independently
- Strong written and verbal communication skills

REFEREES

CHRIS BLOOMER

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