


GEORGE OMONDI

 [linkedin.com/in/omondi-george/](https://www.linkedin.com/in/omondi-george/)

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 omondigeorge.r@gmail.com

EDUCATION

GLAD Technology
Web Development
June, 2023-Present

**Jomo Kenyatta University
of Agriculture and
Technology**
Sept, 2018-Dec, 2022
B. Sc Strategic Management
Second-Class (Upper
Division)

Ringa Boys High School
Feb, 2014-Nov, 2017
KCSE
Mean grade: B- (minus)

PERTINENT STUDIES

- Strategic management
- Management information system
- Cost accounting
- Change management
- Marketing
- Project management
- Risk management
- Human Resource management
- Research methods
- Business finance
- Organizational ethics

ABOUT ME

With a keen interest in assisting organizations in navigating the complexities of today's business landscape, I bring a blend of analytical prowess, strategic planning skills, and a dedication to achieving operational excellence while incorporating IT to stay abreast of current trends.

EXPERIENCE

James Kinyanjui, 2021 – Nov, 2023

Freelance Transcriber

Key Roles

- Implementing advanced editing techniques to ensure that transcripts are grammatically correct and read naturally
- Adapting to changing client requirements, quickly learning and applying new transcription techniques
- Utilizing specialized transcription software to maximize accuracy and efficiency
- Maintaining a database of transcription information and resources
- Converting audio recordings into text documents within 2 hours of receiving them
- Developing standardized processes to improve efficiency and accuracy
- Utilizing subject-specific terminology and research to transcribe complex topics accurately


CrowdSurf Works, January 2020 – Present


Freelance Proofreader/Editor, Remote

Key Roles

- Ensuring timely reviewing of transcripts for spelling, grammar, or formatting errors, as well as addressing other inconsistencies
- Adhering to all confidentiality guidelines and respecting sensitive information
- Understanding client specifications and noting any formatting or notation requests before submission of transcripts
- Submitting completed work to the company platform and correcting any errors based on the feedback provided
- Implementing advanced editing techniques to ensure that transcripts are grammatically correct and read naturally

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SKILLS

Strategic insight & analytics
Problem-solving
Critical thinking
Curiosity
Adaptability
Time management
Continuous learning

TECHNICAL CAPABILITIES

Strategic planning
Project management
Microsoft Office Suite
Sales and Marketing
Web design
Data mining
Web development
Computer programming

INTEREST

Hiking
Playing computer games
Traveling
Programming

EXPERIENCE CONT.

South Nyanza Sugar Company Ltd, July 2021-September 2021

Strategy Attaché

Key roles

- Developed and implemented a tailored Balanced Scorecard for performance management in collaboration with cross-functional teams.
- Actively drove program enhancement and innovation through methodologies like Lean Process Improvement, fostering continuous improvement and innovative solutions.
- Enhanced operational efficiency and decision-making by analyzing weighbridge data trends and forecasting future developments.
- Oversaw critical financial management aspects, including monthly report compilation and budget data for various departments.
- Evaluated company processes to enhance success and increase annual turnover, focusing on workflow, resource allocation, and KPIs.

REFERENCES

Ben Eastvold	James Kinyanjui	Godfrey Opondo
Executive Director	Project Manager	HR Officer
GLAD Technology	Konch AI	Sony Sugar Co. Ltd.
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