

# Curriculum Vitae

## Personal Information

Name: Prisca Bicklass

Phone: +265 885 655 704 / +265 998 358 039

Email: priscabicklass800@gmail.com

Address: Lilongwe, Malawi

Nationality: Malawian

Gender: Female

## PROFESSIONAL SUMMARY

A detail-oriented and self-motivated Information Systems professional with strong who is diligent with strong foundation in both technical and business domain. Expertise in data analysis, management, and visualization. Experienced in collecting, cleaning, validating, and standardizing data using tools such as Excel, Power BI, SQL, and Kobo Toolbox, with a proven ability to generate accurate reports, dashboards, and insights that support monitoring, evaluation, and decision-making. Skilled in ensuring data quality, maintaining confidentiality, and collaborating with field teams to improve accuracy and reliability of datasets. In addition to my data analysis skills, I have solid technical knowledge in front-end and mobile application development (React.js, Vue.js, JavaScript, Tailwind CSS, Flutter), which enhances my ability to apply technology-driven solutions to real-world data challenges. A fast learner, effective communicator, and team player, I am eager to contribute to innovative organizations by delivering accurate data insights and supporting evidence-based decision-making

## Education and Training

2021 – 2025 | University of Malawi (UNIMA), Zomba

Bachelor of Science in Information Systems

2018 | Chankhandwe Community Day Secondary School, Lilongwe

Malawi School Certificate of Education

## Work Experience

**June 2024 – 2025 | Inter Aide Agroforestry Program, Lilongwe**

***Data Desk Officer (Volunteer)***

- Generated reports, charts, and maps to support decision-making and donor reporting
- Collected and accurately entered field data (tree planting, soil quality, farm productivity)
- Cleaned and updated datasets regularly
- Liaised with field officers to verify and improve data quality
- Supported M&E; teams with indicator tracking and impact assessments- Maintained secure storage and confidentiality of sensitive information

**Jan 2022 – June 2024 | Ministry of Education, Lilongwe**

### ***Complementary Based Educator (Contract)***

- Taught basic literacy and numeracy to prepare children for Standard 1
- Fostered social, emotional, and behavioral development in young learners
- Promoted health and hygiene practices among children
- Engaged parents and communities to support children's education
- Identified learners with special needs and referred them appropriately
- Monitored attendance and progress

**Sept 2018 | National Statistical Office, Lilongwe**

### ***Enumerator***

- Conducted household listing and enumeration within assigned areas
- Collected and entered census data using electronic tablets
- Ensured data completeness, accuracy, and confidentiality
- Submitted daily reports and coordinated with field supervisors- Built trust and cooperation with households during interviews

University Projects

### **Frontend Developer**

- Developed interactive web applications using React.js and Vue.js
- Designed user-friendly interfaces with Tailwind and modern UI frameworks
- Built responsive customer-facing interfaces
- Collaborated with teams to improve app functionality and performance- Used Git and GitHub for version control and collaboration

### **Skills**

- Data Analysis & Visualization: Power BI (Advanced), Excel (Advanced), SQL (Intermediate), Stata, R-Studio
- Digital Survey Tools: Kobo Toolbox (Questionnaire Development, Data Collection, Cleaning)
- Frontend Development: React.js, Vue.js, JavaScript, HTML, CSS, Tailwind CSS, Flutter
- UI/UX Design: Figma, Responsive Design, Material UI
- Version Control: Git, GitHub
- Backend Basics: Ruby on Rails, Node.js, Firebase- Other Tools: Google Sheets, Word, PowerPoint

### **CORE SKILLS**

- Strong problem solving and analytical thinking skills
- Effective communication skills
- Results oriented
- Time management
- Willingness to learn new tools and technologies
- Strong leadership skills and representative skills

- Effective communication and teamwork abilities

## **References**

Dr. Kondwani G Munthali

Head of Computing Department – University of Malawi

Cell: +265 884 112 001 | Email: kmunthali@unima.ac.mw

Professor Chipso Kanjo

Computing Department Lecturer – University of

Malawi Cell: +265 998 955 963 | Email:

ckanjo@unima.ac.mw

Reuben Chilenje

Project Officer – Inter Aide Agroforestry Program

Cell: +265 886 025 273 | Email: reubenchilenje56@gmail.com