

## Professional profile

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A focused Information Systems Technology graduate with a forensics major who is always ready to learn and gain more skill. Possesses relevant professional experience gained during two internships and freelancing. Acquiring valuable insight into developing and implementing digital marketing campaigns. Able to balance multiple competing priorities, having worked part-time for three years whilst still achieving strict deadlines for submission of assignments.

## IT/Technical skills

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|-----------------------|--------------------------------------|--|
| ➤ Windows             | ➤ Linux                              | ➤ System Diagnosis and troubleshooting |
| ➤ SQL                 | ➤ Python                             | ➤ Networks                             |
| ➤ Data Recovery       | ➤ Pen Testing                        | ➤ Android                              |
| ➤ Html                | ➤ Time management                    | ➤ Cryptography                         |
| ➤ Attention to detail | ➤ Hardware and software installation |  |

## Career summary

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**Dec 2017 – Present**

**Freelancer**

### *Outline*

Problem solving from remote location.

### *Key responsibilities*

- Virtual Assistance.
- Web App development.
- Data entry.
- Marketing.
- Social Media Management.

### *Key achievement/projects*

- Learnt python programming.
- Development of DBMS system.

**Jun 2017 – Nov 2017    National Coalition of Human Rights Defenders**  
**IT and capacity building trainee**

### *Outline*

In charge of IT resource management and maintenance. Training on information and physical security.

### *Key responsibilities*

- Participated in auditing and training of other organizations.
- Ensuring IT policy is implemented.
- Ensure privacy and security of networks and computer systems.
- Identify computer or network equipment shortages and place orders.
- Providing daily support for computer network users.
- Assist in software and hardware upgrades.

- Configuring hardware and software.
- Setting up peripherals such as printers or routers.
- Helping and training staff on new tech.
- Add or update workstations for staff.
- Assist in software and hardware upgrades.
- Keeping records.

*Key achievement/projects*

- Implemented new security measures.
- Participated in security trainings.
- Participated in Strategic plan creation.

## Education and qualifications

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- **BS in Information Systems Technology** – United States International University-Africa(USIU-A) – 2016
- **KCSE certificate** – Moi Forces Academy, Nairobi – 2010
- **Android Basics –Udemy** – 2018
- **Digify bytes, Digital Marketing**

## References available on request

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