

# JANE DOE

Economics and Finance Professional

## PERSONAL PROFILE

I am a passionate, organized and detail oriented economics and finance professional with a 3 year working experience. I have since acquired skills in team dynamics, attention to detail in addition to my technical skills in economics and finance. I am currently looking for a position in a dynamic organization that would enable be grow my skills further.

## CONTACT DETAILS

**Home:** 1111111111

**Mobile:**

**Email:** xyz@gmail.com

**Address:**

## SKILLS AND ABILITIES

Excellent communication and leadership skills  
Good organizational and interpersonal skills  
Exceptional customer service  
Quantitative and qualitative skills  
Excellent research and analytical skills  
Team player

## TECHNICAL

Microsoft Office  
SPSS  
STATA  
MATLAB  
Genstat  
Data collection - ODK, CAPI, EpiInfo

## EMPLOYMENT HISTORY

### Kenya Accountants and Secretaries National Examination Board (KASNEB)

#### Temporary Contract | December 2018 - Present

My duties and responsibilities include verification of results, data entry and packaging results to ensure we attain successful examinations

### Kenya National Bureau of Statistics

#### Census Enumerator | August 2019

My duties as an enumerator were data collection through interviewing and the use of CAPI (a data management system)

My greatest achievement was being part of the team that ensured a successful census was carried out throughout the country.

### Kenya Agricultural and Livestock Research Organization (KALRO)

#### Social Economic Unit | June - August 2019

My duties and responsibilities included data collection, sorting, entry and analysis. I was also involved in designing questionnaires for field surveys

My greatest achievement was being part of the team effort that contributed to the advancement of Push Pull technology in agriculture.

