**CURRICULUM VITAE**

**MILDRED AMITA ODONGO**

**BOX 51963 – 00100 NAIROBI, KENYA**

Mobile: +25472477904, +254734430026

[modongo06@gmail.com](mailto:modongo06@gmail.com)

modongo@kplc.co.ke

**Profile:** A qualified quality auditor, experienced in auditing, information/knowledge management, expertise in automation and digitization of information centres, knowledge management, utilization of technologies for complex reference resources and training.

**WORK EXPERIENCE**

1998 to Date: **Librarian & Senior Librarian** – Kenya Power & Lighting Co. Ltd

RESPONSIBILITIES

* Selection, acquisition, organization, storage, preservation & dissemination of information
* Preparation and implementation of budget proposals, purchase plans, policies and work plans
* Ensuring use of information & records management standards to promote interoperability, exchange of information and information preservation
* Creating and maintaining guidelines and policies related to Information Management, Content Management and Knowledge Management
* Ensuring that the library’s information collection is aligned to the company’s business strategy
* Supervision of information processing, information sharing and inter-library
* Providing guidance to users on research design, report writing & citation skills
* Editorial team of Digital Knowledge Magazine (Distributed Quarterly)
* Training users on information literary skills
* Library automation, maintenance of the Integrated Library System (Koha, an Open Source)
* Creation and management of Digital Library using Knowledge Management
* Application of Web Design, Web 2.0, Social Media and IRS

OTHER RESPONSIBILITIES

* Conducting Training Programs - KM, QMS, Records Management, Library System
* Quality Auditor and Records Management Auditor
* Participated in developing curriculum for Wayleaves – Information/Records Management

2012-To Date: **Consultant** - Information Africa Organization (IAO)

RESPONSIBILITIES

* Develop training materials and conduct training sessions in KM, E-resources use and Information Management
* Consultant activities in Knowledge Management & Knowledge Sharing

1994-1998: **MIS Coordinator**  – MAP International East/South Africa

RESPONSIBILITIES

* Maintenance of Information Systems & Network Administration
* Database Construction and Maintenance
* Conduct training on Computer Applications
* Hardware and Software Acquisition & Maintenance
* Email Administration and desktop publishing
* Management of Resource Centre – Using CDS/ISIS Library System

1993-1994: **Senior Library Assistant** – Daystar University Library

RESPONSIBILITIES

* Shelving, cataloguing, classification (using LC), abstracting and indexing of library materials
* Conduct Training on library computer applications
* Automation and maintenance of Library processes using dBase, CDS/ISIS, etc.
* Maintenance of Registrar’s Departments accounts program on FoxPro

1993: 3 months, **Library Assistant** – ILRI Library

RESPONSIBILITIES

* Data Entry & validation using InMagic Library Database
* Abstracting and Indexing & e-documentation
* Circulation and Desktop Publishing
* Shelving and manual processing of library materials

1993: **Tutor of Computer Applications** – COMPUCARE Software Training Centre

RESPONSIBILITIES

Training certificate courses in:

* Programming - BASIC ● WordPerfect/Page Maker
* dBase III&IV ● Sage Accounting
* SPSS Statistical Package ● Lotus 123

1991: 1 ½ months, Practical Attachment – Data Processing Unit, Kenya Railways Corporation

4 months, Practical Attachment – Social Science Interface Research Unit, ICIPE

4 months, Administrative Assistant – EFI Automated Systems

1990: 1 ½ months, Practical Attachment – Daystar University Library

1989: 3 months, Basic Military Training – National Youth Service

**PROFESSIONAL COURSES**

2019 ISO/IEC 27001 Lead Auditor

2019 ISO 17025 Implementer’s course

2016 ISO 9001:2015 Lead Auditor

2012 Managing Libraries and Documentation Centres

2011 Establishing Electronic Libraries

2008 e-Documents and Records Management

2008 ISO 9001:2008 Lead Auditor

2003 WINISIS, Windows Version 1.4

1997 Novell CNE 3 & 4 (Certified Novell Engineer) Course

**EDUCATIONAL QUALIFICATIONS**

2011: MSc. Information Sciences – Library Studies

**Moi University**

1989-92: BSc. Information Sciences – Information & Media Technology

2nd Class Honours Lower Division

**Moi University**

1986-88: A Level – Physics, Chemistry, Mathematics, GP

3 Principles

**Moi Girls High School Eldoret**

1982-85: O Level

Division 1

**Loreto High School Limuru**

**ACADEMIC PROJECTS AND PUBLICATIONS:**

1. Design of an automated information system for Moi University Library: a database approach (Bachelor’s Degree Program)
2. Developing a framework of Information Resource Sharing of Information Centres in ESI Sub-Sector (Master’s Degree Program)
3. Knowledge Management Strategy for Organizational growth in KPLC.

**CONFERENCES & WORKSHOPS**

1. KM International Conference Paper presenter – Digital Libraries of Government for November, 2016. Information Centres in Kenya
2. KM International Conference Paper presenter – Knowledge Management Strategy for *November, 2015*. Organizational Growth in KPLC
3. 24th IEK Engineers Internatioal Paper accepted for publication – Enhancing Conference, *Nairobi 2017* information seeking behaviour of Technical Staff by automation of library services in KPLC.
4. SCECSAL Conference: Paper presenter - Application of Open Source in Academic Libraries in Kenya, 2012
5. KLA Workshop Participant - Emerging Trends in Librarianship *November 2001*
6. Daystar University Library Presenter – Application and Use of CDS/ISIS System

Workshop . *1997*

1. HealthNET Workshop Participant -Computers and Communication for better health *October, 1996*
2. Medical University of South Africa Residency Training Program - Training on email using radio signals *February 1995*
3. HealthNET Conference Participant - Health Information Systems. *October 1995*
4. Workshop with NFTC Participant - Trainer on Computer Applications in Libraries
5. IT Conference Participant - IT”s improvement in different disciplines in Kenya *November 1995*
6. Pan African Church Leadership Association Conference – Management of Conference Resource Centre. *November 1994*

**PROFESSIONAL BODY MEMBERSHIP**

1. National Quality Institute (NQI)
2. Kenya Association of Library and Information Professionals (KLA)
3. Special Libraries Association – Sub-Sahara African Chapter

**REFEREES**

Prof. Joseph Kiplang’at Mrs. Antonina Moire

Deputy Vice Chancellor Principle Marketing Officer

Technical University of Kenya Kenya Power

P.O.Box 52428-00200 P.O.Box 30099-00100

Nairobi Nairobi

Mobile: 0722223872 Mobile: 0722325233

Email:[jngetich@yahoo.co.uk](mailto:jngetich@yahoo.co.uk) Email: [amoire@kplc.co.ke](mailto:amoire@kplc.co.ke)

Eng. Jared Othieno

Acting CEO, KPLC

Nairobi

Kenya Power

Stima Plaza: +254 020 32013201

Email: [jothieno@kplc.co.ke](mailto:jothieno@kplc.co.ke)