

Jessica Muthoni Marengo CV

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PROFESSIONAL SUMMARY

I am a passionate Information Technology undergraduate student who is a quick learner, able to adapt to diverse working environments. I seek to learn new technologies and to collaborate with other individuals to develop software solutions that leverage existing technology. A leader and good team player experienced in working with people of different backgrounds and culture.

PROFESSIONAL EXPERIENCE

Fifty-Fifty Limited (Nairobi, Kenya)

Start Date: December 2013- Currently

Title: Administrative Assistant (Part-time)

Roles: Assisted in different roles including product development, sales & marketing and event coordination

- Assisted the Executive Director in creating an online database for organization records
- Assisted in digital content creation and social media marketing for the Fifty-Fifty website

Kenya Red Cross Organization (Nairobi, Kenya)

Start Date: August 2013

End Date: October 2013

Title: Intern

Roles: - Assisted in administrative duties and community service activities during organization events.

Chariots of Destiny Organization (Nairobi, Kenya)

Start Date: November 2011

End Date: April 2013

Title: Youth Programs Coordinator

Roles: -Worked on teaching voice-activated computer software to quadriplegics and paraplegic members of the organization

- Assisted in coordinating Youth Road Safety programs both locally and internationally
- Assisted in implementing projects within the organization that in turn assisted persons with disabilities

EDUCATION

Strathmore University (3rd Year)

Graduating June 2017

Bachelor of Business in Information Technology

Kenya Certificate of Secondary Education (Mean Grade B -)

2009-2011

Moi Girls School, Nairobi - Kenya

PROFESSIONAL DEVELOPMENT

- I developed an electronic menu for my second year undergraduate project. Software used included Netbeans and Microsoft SQL Server database.
- Attended the Timeless Women's International Conference in Nairobi, Kenya – **February 2015**
- Attended the Annual ICT Conference at Strathmore University in Nairobi, Kenya - **2014**
- Participated at the World Day of Remembrance for Road Crash Victims held at the KICC in Nairobi, Kenya –**November 2014**
- Attended the “Share the Road” United Nations Road Safety Campaign in Nairobi, Kenya – **March 2013**
- Attended the Global Youth Traffic Safety Month (GYTSM) Youth Conference in Washington, DC (USA) -**May 2012**
- Worked under the Chariots of Destiny Organization in assisting to launch and implement the Tech-Abled Project, which involved donating laptops and voice-activated software to persons with disabilities. The project was supported by HP (East Africa)

SKILLS

Technical Skills: Proficient in use of Netbeans, Cisco Packet Tracer, Microsoft Word, Excel and PowerPoint

Languages: English (Fluent), Kiswahili (Fluent), French (Learner)

INTERESTS

Computing, socializing with friends, reading and Internet Research

REFEREES

1. Casey Marengo
Executive Director
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