

# CURRICULUM VITAE

## **PERSONAL DETAILS**

Name : Zakayo Kwendo Mboya  
Date of Birth : 30<sup>th</sup> June, 1996  
Nationality : Kenyan  
Marital Status : Married  
Religion : Christian  
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## **OBJECTIVES**

- To provide quality services to clients and colleagues at work which will result to improved work output.
- To abide by the set guidelines and policy and maintain high level of work discipline.
- To bring change and uphold both technological and organizational initiatives.

## **PROFILE AND EXPERIENCE SUMMARY**

Having completed my studies in Bachelor of Science Information Technology (BSCIT) and graduated at Kibabii University, I have acquired adequate proficiency from my 4 years endeavor. Personal research, course work, practical, school projects implementation, Industrial Training offered by the University as well as Industrial Attachment at Maseno University, Department of Information and Communication Technology, have strongly boosted my knowledge and experience on organizational, technical and social environment.

I worked as a Data Entry assistant, which was commonly referred to as Enumerator, for NACDP in Vihiga County, in the Department of Agriculture, Livestock and Fisheries.

Currently, I work as an ICT Intern for the Ministry of Education, under the Digital Literacy Programme in Emuhaya Subcounty.

In the outer world, I have worked with Upwork and Remotask as a freelancer in the fields of Data Collection through both Online and Physical Research, Data Entry and summary presentation of reports and overviews.

## **WORK EXPERIENCE**

**May 2024 - to date:** ICT Intern,  
Digital Literacy Programme, Ministry of Education  
Emuhaya Subcounty

### **Duties and Responsibilities:**

- ***E-Learning Support:*** Aid in e-learning and content development per the schemes of work.
- ***Teacher Training:*** Train and support school teachers in using digital literacy devices.
- ***Digital Literacy Program:*** Assist in implementing the Digital Literacy Program.

- **Innovation:** Develop new ways for schools to improve digital learning usage.
- **Safe Technology Use:** Ensure safe, secure, and ethical use of technology in learning.
- **ICT Integration:** Help teachers integrate ICT into teaching, learning, assessment, and reporting.
- **Policy Development:** Assist in creating school policies and procedures.
- **ICT Maintenance:** Provide first-line support and maintenance for ICT services in schools.
- **Additional Duties:** Perform other duties as assigned by the Sub County Director of Education.

## **September 2021 to December 2021: ICT Attaché, Maseno University**

### Duties and Responsibilities:

- **Technical Support:** Troubleshoot IT issues for staff and students.
- **System Maintenance:** Assist with updates, backups, and system performance.
- **Network Management:** Support network connectivity and security.
- **User Training:** Help train users on ICT tools and resources.
- **Software Management:** Install and manage software in labs and classrooms.
- **Cybersecurity:** Assist in implementing security protocols and educating users.
- **E-Learning Support:** Aid in managing online courses and learning platforms.
- **Data Management:** Support accurate and accessible data management.
- **Documentation:** Create guides and materials for ICT procedures.
- **Research:** Explore new technologies for improved university operations.
- **Inventory Management:** Track ICT equipment and resources

## **EDUCATIONAL BACKGROUND**

- **2017 – 2022**      **Kibabii University**  
Bachelor of Science in Information Technology
- **2012 – 2015**      **International Village School-Vumilia**  
Kenya Certificate of Secondary Education (KCSE), B (plain)
- **2004 – 2011**      **Wemilabi Primary School**  
Kenya Certificate of Primary Education (KCPE), B (plain)

## **PROFESSIONAL SKILLS**

- Data integrity checking.
- Intermediate skills in Databases (SQL).
- Intermediate skills in System Administration and Management.
- Intermediate skills in Networking.
- Microsoft Office suite.
- Google Sheets and tools.
- Computer repair and troubleshooting.
- Graphics Designing intermediate skills.

## **OTHER CERTIFICATIONS**

- Udemy Short courses: MySQL Database Development, Advanced Microsoft Excel Skills.
- Great Learning: Broadband DBMS, MySQL Basics.
- Alison online course: Computer Networking.
- Internet Society: Internet Security

## **MEMBERSHIP TO PROFESSIONAL BODIES**

**November 2024 to date:** Internet Society Kenya Chapter  
Membership ID: 2320022

## **LIFE SKILLS**

- Critical and creative thinking
- Self-development skills to keep up to date with fast-changing technology trends.
- Ability to exercise good judgment helps solve problems arising.
- Ability to be flexible.
- Teamwork.

## **LANGUAGES**

- Fluent English
- Fluent Kiswahili
- Local dialect

## **INTERESTS AND HOBBIES**

- Graphic Design.
- Online Research.
- Socializing and integrating with members of the society.

## **REFEREES**

Please feel free to contact the under-mentioned in regard to my competence for the attachment at hand;

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| 1. DR. ROSELIDA MAROKO<br>ONGARE<br>Title: COD, IT Department<br>Institution: Kibabii University<br>Phone: 0721597710<br>Email Address: <a href="mailto:rongare@kibu.ac.ke">rongare@kibu.ac.ke</a> | 3. MRS. EMILY OTUNGA<br>Title: Head of ICT Service Centre<br>Institution: Maseno University<br>Phone: 0722203411<br>Email Address: <a href="mailto:eotunga@maseno.ac.ke">eotunga@maseno.ac.ke</a> |
| 2. MR. DANIEL KHAOYA MUYOBO<br>Title: Lecturer<br>Institution: Kibabii University<br>Phone: 0723606988<br>Email Address: <a href="mailto:dkhaoya@kibu.ac.ke">dkhaoya@kibu.ac.ke</a>                | 4. Judith Mining<br>Title: Subcounty Director<br>Institution: MoE, Emuhaya Subcounty<br>Tel: 0715748698   |