

SHEILA C. WAFULA

P.O Box 565-50204, Kimilili-Kenya

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PERSONAL DETAILS

Date of Birth: 11th September 1989

Marital Status: Married

PROFILE SUMMARY

As a devoted IT professional and degree holder in Computer Science from Masinde Muliro University of Science and Technology, I have acquired strong technical skills from my 3 years' experience working in the IT department at Collaborative Centre for Gender and Development. I also possess comprehensive knowledge in the latest IT software and systems, with a certification from Cisco, all of which are vital in the realization of your company goals. I also have experience in front office management and office administration. Seeking a lucrative career, where I can join a dedicated team and develop my skill set further.

PROFESSIONAL SKILLS

- Critical and creative thinking
- Great logical diagnostic skills
- Ability to exercise good judgment to help solve arising problems
- Ability to be flexible and work under pressure

EDUCATIONAL BACKGROUND

October 2015 – Date **African Advanced Level Telecommunications Institute (AFRALTI)** –

Cisco Networking Academy

Cisco Certified Network Associate (CCNA Routing & Switching)

Certificate in Introduction to Cyber Security

Certificate in Introduction to the Internet of Everything

Aug 2009 – Dec 2014 **Masinde Muliro University of Science and Technology**

Bachelor of Science in Computer Science [2nd Class Lower]

Feb 2004 – Nov 2007 **Lugulu Girls' High School**

Kenya Certificate of Secondary Education [A-]

OTHER TRAINING

February 2016 - Cisco Networking Academy - Developing Local Talent through Technology-2016 Program

Skills Learnt: Professional Development, Network Security, Virtualization and Voice

WORK EXPERIENCE

Job Title: Intern

Global Peace Foundation – Kenya (April 2016 - Date)

Duties and Responsibilities

- Data entry
- Data collection
- Facilitating training on Child Online Safety

Job Title: IT Assistant

Collaborative Centre for Gender and Development (January 2014 – May 2015)

Duties and Responsibilities

- LAN and WAN management
- Regularly updating of computer software for company staff
- Assist the IT Manager in managing all IT hardware of the organization (installation, set up and maintenance)
- Assisting in managing all systems and software packages
- Planning for upgrades and software changes to increase efficiency
- In charge of domain and email registration as was required by the company

Miscellaneous

- Making and answering office calls
- Answering inquiries related to the organization's undertakings
- Forwarding emails to the concerned and responding to relevant mails
- Attending meetings/conferences as a representative of the organization
- Writing staff meetings' minutes
- Data entry and cleaning
- Primary and secondary data collection
- Report writing

Job Title: IT/Data Analysis Intern

Collaborative Centre for Gender and Development (July – October 2014)

Duties and Responsibilities

- Assisting in the installation, updating and maintenance of antivirus and software updates
- Managing and directing members of staff on any IT related issues.
- Assisting in computer repairs and troubleshooting
- Ensuring that servers, computers, firewalls, switches, routers and other systems are working and in good condition.

Job Title: IT Intern

National Hospital Insurance Fund (Jun 2012 – Aug 2012)

- Software Installation, maintenance and upgrades; installation of new operating systems, upgrading and repairing corrupted software and related peripherals.
- Computer maintenance
- General hardware support
- Troubleshooting local network cabling on network servers and also termination of network cables

REFEREES

Mr. Masheti Masinjila

Executive Director: Collaborative Centre for Gender and Development

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Dr. Samuel Mbugua

Director of ICT: Kibabii University College

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BUNGOMA

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