

CURRICULUM VITAE

MS. CAROLINE CHEBET YEGON

P.O BOX 61115- 0100 NAIROBI.

Tel. 0771112744, E-MAIL: ccmibei@yahoo.com, ccaroline@uonbi.ac.ke

PROFILE

I am a hands-on information technology professional, known for innovative approach to solving problems. I am also a Team leader, experienced in building and motivating other professional Staffs in ICT. I am adaptable – skilled at supporting individuals, building systems, handling problems; as well as managing teams, training, developing strategies, policies and processes.

PERSONAL INFORMATION

Nationality:	Kenyan
Date of birth:	3 rd January, 1983
Status:	Married
SPECIALIZATION:	

Databases:	Oracle, MySQL, Microsoft Access, SQL, .NET.
Web Design:	Html, Dream weaver, PHP
Hardware and Networking:	Cisco (CCNA), Computer maintenance, Data Communication and Structured Cabling.
Programming languages:	Visual Basic
Operating Systems:	MS-Dos, Linux, UNIX, Windows (Win, 95, 98, Millenium, Xp).
Applications:	Microsoft office suite and Adobe suite (Acrobat, Photo Shop and PageMaker).

EDUCATION

Jan 2012 – Current:	Masters in Information Systems, Egerton University College, and Nairobi Campus. <i>Completed course work currently writing thesis.</i>
May 2005 to August 2007:	Bachelor of Science in Information Technology, Jomo Kenyatta University of Agriculture and Technology (JKUAT)
September 2003 to April 2004:	Diploma in CCNA, African Advanced Level of Telecommunication Institute (AFRALTI).
September 2001 to May 2003:	Diploma in Information Technology, Jomo Kenyatta University of Agriculture and Technology (JKUAT).
1997 to 2000:	Kenya Certificate of Secondary School Education, Kimulot High School, KCSE Mean Grade C+ (Plus).
1989 to 1996:	Kenya Certificate of Primary Education, Kipkoi Junior Academy.

COURSES /CONFERENCE ATTENDED

Courses:

January – February 2006	Attended N+ training at Kenya College of Communications Technology (KCCT).
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November 2006

Attended customers care workshop conducted by Steadman's Research Group in Nairobi.

June 2007

Attended a team building exercise conducted by Dan Eldon Place of Tomorrow (DEPOT).

PROFESSIONAL EXPERIENCE:

December 2012-Jan2013: Acting ICT Manager University of Nairobi Examination Centre, Reported to Senior Registrar Examination Operation

Responsibilities

- To assist top management in the Examination Centre in handling performance appraisal for their Staffs
- To assist top management in the Examination Centre in preparation of their performance contract document
- To manage Data Entry Clerks in the Examination Centre
- To perform other duties as assigned to me by the Senior Registrar Examination Operation

July 2009-Date: Senior ICT Officer University of Nairobi, Information Communication and Technology Centre (ICTC), Reporting to Project leader

Responsibilities

- To lead a team of Developers and users support staffs in implementing various information systems in the university.
- To develop, implement, maintain and support information systems on varied platforms in line with the established standards.
- To implement software security features.
- To adequately document developed systems.
- To train users on rolled out systems.
- To perform any other duties assigned by the Director (Management Information Services)

February 2004 – June 2009: ICT Officer, University of Nairobi, Information Communication and Technology Centre (ICTC), Reporting to Project leader

Responsibilities

- Training and supporting users on rolled out systems.
- Implementing, maintaining, and supporting information systems on varied platforms in line with the established ICTC standards.
- Implement software security features.
- Creating documentation for developed systems.
- To perform any other duties assigned by the Manager (Management Information Services).

Achievements

- Updated and maintained Student Management System (SMIS) which track student admission, fee payments and examinations and trained users on the use and administration of the Student Managements system
- Developed and maintained Student Hall Management System (HAMIS) of the University of Nairobi, a system that assist in allocation of rooms to students and trained users on the use and administration of the Halls Managements System

- Updated staff education support fund system that allocates funds to university staff when their dependants are admitted to the university.
- Participated at the Joint Admissions Board in processing and selection of Students in the entire country who qualified for admission to Kenyan Public Universities.
- Participated in the development of the new University of Nairobi website where I was responsible for uploading contents to the website and trained seven campus website “champions” on regular uploading of contents to the website.

May 2003 – February 2004: Information Technology Intern, University of Nairobi Information Communication and Technology Centre (ICTC), Reporting to Senior Software Technologist,

Responsibilities

- Software user support using Oracle Databases,
- Web development using Dreamweaver,
- Training users of the existing University systems and
- Hardware and networks maintenance within chiromo campus,

RESPONSIBILITIES HELD

May 2005 – August 2007: Bsc. in Information Technology Class representative at JKUAT (KSPS Centre).

September 2001 – March 2003: Electoral Panel Member (MMS), Jomo Kenyatta University of Agriculture and Technology

November 1999 – November 2000: School head girl, Kimulot secondary school.

LANGUAGES

English, Kiswahili, and Kalenjin

HOBBIES

Swimming, Reading inspirational materials, Theatre Arts, and watching movies.

REFERENCES

1. Dr. John Sigei

Lecturer JKUAT, P.O BOX 62000
NAIROBI. Tel 0722795482

2. Ms Caroline Chepkoech

Chief ICT Officer, University of Nairobi
P.O BOX 30197, NAIROBI
Telephone 0722367793
Email chepkoech@uonbi.ac.ke

3. Mr. Yegon Erick

Senior Research and Evaluation Advisor
Ipas Africa Alliance
NAIROBI
Telephone : 0739579369
Email: keyegon@gmail.com