

## **DAMARIS WANGARI MWANGI**

**PHONE NUMBER:** 0702730094/0702098927

**EMAIL:** [damamwangi94@gmail.com](mailto:damamwangi94@gmail.com) [linked in:](#)

<https://www.linkedin.com/in/damamwangi>

**Github:** [Damamwangi \(github.com\)](#)

### **PERSONAL PROFILE STATEMENT**

I am an avid and quick learner, believing strongly in meeting set objectives, goals and deadlines. Other than being conscientious supportive and considerate team player. With this said, I will be a significant contribution to the company in meeting its objectives. I pay great attention to detail and very flexible to technology changes incorporating my technical proficiency, analytical problem solving sensitivity strong interpersonal skills and continuous learning.

### **EDUCATION BACKGROUND**

- 2021-2022: Diploma in technical training education in ICT at Kenya Technical Trainers College.
- 2015-2018: Diploma in Information Technology at Karatina University.
- 2011-2014: Kenya Certificate of Secondary education at St.Monica Girls.
- 2000-2010: Kenya Certificate of Primary Education at Gachugu Academy.

### **EMPLOYMENT AND EXPERIENCE**

#### **COMPUTER AND BUSINESS TEACHER (Current)**

SEED OF HOPE KARITI TRAINING INSTITUTE (Jan 2024 -To Date)

#### **DUTIES AND RESPONSIBILITIES**

- Ensure timely implementation of project activities as per the approved activity plan and with support from the SOH Muranga Centre Manager
- Training and empowerment for the young people at seed of hope
- Lead in identification and enrolment of students in the course.
- Maintain an effective communication system and ensure information flow between projects and relevant parties.
- Manage and regularly check project assets to ensure their right purpose of use, maintain data management and filing systems for the project.
- Provide support for other activities as reasonably requested by supervisors and in line with organisational priorities.
- Tracking and communicating student's advancement throughout the course.
- Ensure effective monitoring of activities to achieve project outcomes.
- To ensure the success of Income Generating Activities at the centre.
- Ensure follow up and success of graduate businesses

#### **ICT TRAINER (Teaching Practice)**

NYERI NATIONAL POLYTECHNIC (Sept 2022-Dec 2022)

#### **DUTIES AND RESPONSIBILITIES**

- Undertaking training in areas of specialization in accordance with the syllabus/occupational standard.
- Preparing teaching/learning materials and schemes of work/learning plan.
- Setting and marking examination/assignment.
- Carrying out research work under the guidance and supervision of a senior trainer
- Supervising trainees projects and practical work

#### **RECEPTIONIST**

CEMES LIMITED (KAGIO BRANCH) (JANUARY 2020-FEBRUARY 2021)

## **DUTIES AND RESPONSIBILITIES**

- Maintaining calendars for appointments.
- Sorting mails
- Meeting and greeting clients.
- Answering and forwarding phone calls.
- Maintain a positive attitude and friendly demeanour.
- Ensuring the office is clean and neat.
- Preparing breakfast.

### **LIBRARIAN**

Aberdare institute of Management Karatina Branch (April 2017- December 2017)

## **DUTIES AND RESPONSIBILITIES**

- Issuing resources
- Cataloguing books
- Conducting regular audits.
- Maintaining library records and ensuring they are up to date.
- Clarifying the use of library amenities and providing information about library policies.

### **ICT TRAINER**

Mung'aria youth Polytechnic, Karatina (December 2016-February 2017)

## **DUTIES AND RESPONSIBILITIES**

- Undertaking training in areas of specialization in accordance with the syllabus/occupational standard.
- Preparing teaching/learning materials and schemes of work/learning plan.
- Setting and marking examination/assignment.
- Carrying out research work under the guidance and supervision of a senior trainer.

## **SKILLS**

- Excellent knowledge of variety of programming languages including SQL, Python, JavaScript, PHP, C++ and C.
- Strong troubleshoot skills with software, hardware & network products.

## **HOBBIES AND INTEREST**

- I enjoy listening to music, solving programming errors and socializing with friends and family.

## **REFEREES**

FLORENCE OLWENGE

Program Manager

Seed Of Hope

[TEL:-0721405](tel:0721405298) 298

MS. AGNESS MWANGI

H.O.D Computer Science &Networking

The Nyeri National polytechnic

[TEL:-0773686](tel:0773686436) 436

MR GICHUHI

H.O.D Computer Studies Department Kenya

Technical Trainers College [TEL:-0722564](tel:0722564640) 640

JULIANA KADZO HUMAN

RESOURCE CEMES LIMITED

Email: [jkadzo@cemesltd.co.ke](mailto:jkadzo@cemesltd.co.ke)