# JESSICA WAIRIMU KAMAU

## CONTACT

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📍 Nairobi, Kenya.

## EDUCATION

**2021 - 2025**

**MERU UNIVERSITY**

- Bachelor Degree in Business Information Technology.

**JUNE 2023**

**ZETECH UNIVERSITY**

- Data analysis with SPSS

**April-August 2021**

**COUNTY SCHOOL**

- Ms Word, Excel, Windows, Access, Power Point.

## WORK EXPERIENCE

**September 2023-August 2024**

**ETHER DOMAIN NAME SERVICES (EDNS)**

- Data Entry
- Content Engagement

**May 2024 - August 2024**

**NATIONAL SOCIAL SECURITY FUND (NSSF)**

- Registration of employers and employees
- Printing of statements
- Replacement of membership cards
- Data retrieval and amendments
- Customer care and resolution of customer complaints

## PROFILE

I aim to excel in a dynamic environment where I can leverage my skills to positively influence the prosperity of the organization, community, individuals, and governmental entities. This involves actively contributing to their growth and well-being through innovative solutions, collaborative efforts, and strategic initiatives. It's about recognizing the interconnectedness of various stakeholders and working towards collective prosperity and advancement.

## SKILLS

### HARD SKILLS

- Programming: Proficiency in Python and JavaScript.
- Database Management: Proficiency in MySQL.
- Web Design and Development: Skills related to creating and maintaining websites, including knowledge of HTML, CSS, and possibly additional web development frameworks or tools.
- Data Analysis: Specifically with SPSS, indicating proficiency in statistical analysis and data interpretation.
- Microsoft Word and Excel: Competence in using word processing and spreadsheet software for documentation and data manipulation.
- Accounting: Knowledge and expertise in financial record-keeping, budgeting, and financial analysis.

### SOFT SKILLS

- Communication Skills: Ability to convey information clearly and effectively, both verbally and in writing.
- Teamwork Skills: Collaboration with others towards achieving common goals, including effective communication, cooperation, and support within a team.
- Problem-Solving Skills: Capacity to identify, analyze, and solve complex problems using critical thinking and creativity.
- Time Management Skills: Efficiently managing one's time and prioritizing tasks to meet deadlines and achieve objectives.
- Leadership Skills: Ability to guide, motivate, and inspire others towards a shared vision, including decision-making, delegation, and conflict resolution.
- Creativity: Thinking innovatively and generating new ideas, particularly relevant in programming, web design, and problem-solving contexts.
- Adaptability: Being flexible and open to change, able to adjust to new situations and technologies with ease.

## REFERENCE

**David Kibaara**
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**Edna Momanyi**
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