

CURRICULUM VITAE

NAME: DIANA SOPHY ACHIENG OJWANG

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GENDER: Female

NATIONALITY: Kenyan

EXPERIENCE

January 2023- Present: Part time Volunteer (Growth Through Learning Organization)

- Mentoring and Tutoring: Provide mentorship and academic support to students, helping them achieve their educational goals.
- Community Engagement: Engage with local communities to raise awareness of educational opportunities and advocate for educational equity.
- Event Assistance: Help plan and organize events and workshops aimed at promoting education and empowerment.
- Data Collection: Collect data on program activities and participant outcomes to support program evaluation and improvement.
- Administrative Support: Assist with administrative tasks such as record keeping, communication, and coordination of volunteer activities.

January 2024- December 2025: Front Desk Receptionist/ Finance Officer (Immaculate Heart School)

- Welcoming and assisting visitors in a professional and friendly manner
- Handling parents' and visitors' inquiries, complaints, and requests efficiently
- Provided customer service and administrative support at the front desk
- Coordinating with internal departments to ensure smooth office operations.
- Monitoring budgets and tracking expenditures
- Handled daily financial transactions and cash management
- Maintained accurate financial records and reports
- Supported internal accounting and office operations

November 2021- January 2022: Attachment (County Government of Siaya- Finance Department.)

- Data Analysis: Utilize statistical techniques to analyse financial data, including budget allocations, revenue collections, and expenditure trends.
- Reporting: Prepare regular reports on financial performance, highlighting key findings and insights derived from data analysis.
- Forecasting and Modelling: Assist in developing financial forecasts and budget projections using statistical models and historical data.
- Supporting Financial Planning: Collaborate with finance officers to support budget planning and resource allocation processes based on data-driven insights.
- Auditing Support: Provide assistance during financial audits by compiling and analysing relevant data and documentation as required.
- Process Improvement: Identify opportunities for process improvement within the Finance Department through data analysis and recommend solutions to enhance efficiency and effectiveness.

EDUCATION

2017- 2022: Laikipia University

Bachelor of Science (Statistics)

First Class Honors

2013- 2016: St Anne's Sega Girls Secondary School

Kenya Certificate of Secondary Education

B Plus (B+)

2005- 2012 St Anne's Sega Girls Primary School

Kenya Certificate of Primary Education

375 marks out of 500

SKILLS

Effective written and verbal communication skills, teamwork abilities and great interpersonal skills.

Strong organizational and self-management skills, with the ability to work independently.

Proficient in Microsoft Office Applications (Word, Excel, PowerPoint, Outlook), SPSS and SAS.

Familiarity with Python, SQL, and for data manipulation and analysis.

Strong understanding of mathematical concepts and statistical principles.

Excellent analytical and problem-solving skills

EXTRACURRICULAR ACTIVITIES

- Member of the Electoral Board, Catholic Action, Laikipia University (March 2021)
- Vice Chairperson, Catholic Action - Laikipia University Chapter (2019-2021)
- Chairperson, Laikipia University Finance and Accounting Club (2019-2021)
- Class Representative, Statistics Class - Laikipia University (2018-2020)
- Organized a successful training on Strategic Management, Laikipia University (October 2019) Vice Chairperson, Laikipia University Finance and Accounting Club (2018-2019)
- Member of the Organizing Committee, Catholic Action - Laikipia University (2017-2018)
- Students Director Academics, St Anne's Sega Girls Secondary (2015-2016)

REFERENCE

Mr. Diedricks Owino - Headteacher (Immaculate Heart School)

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Wanjiku K. Mwangi – Executive Director (Growth Through Learning Organization)

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