

CURRICULUM VITAE

BONFACE KARIMI MURIUKI

IT TECHNICIAN | SOCIAL WORKER

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PERSONAL PROFILE

A responsible, adaptive and motivated computer technician and a tutor with a demonstrated history in community development as a social worker. I have a customer- focused approach to work and a strong drive to see things through completion. Vast experience of working with people from diverse backgrounds, demonstrating respect for, and undertaking of, cultural differences.

EDUCATION

2011 – 2013 Diploma in ICT **Nyeri National polytechnic**

Relevant modules:

- Computer programming
- Database management systems
- Understanding information systems
- Principles and practices of management
- Data communication and networks
- Communication

March 2010 – July 2010 Trained in various computer applications attaining qualifications in Microsoft word, excel, PowerPoint and access.

JAN 2006 –NOV 2009 Kiranja Secondary School. Kenya Certificate in Secondary Education. Attained various co-curricular certificates and awards for active participation in different activities during the period.

WORK EXPERIENCE

June 2021 - Present ICT tutor at **Mary Immaculate Teachers Training College**

Main duties preformed:

- Mentoring and training students in IT
- Documenting , preparing and marking exams
- Repair and mainanance of hardware.
- Researching, installing and configuring new systems
- Performing any other duty assigned.

Jan 2018 – FEB 2021

social worker and IT technician at Baraka Community Care Centre.

Main duties preformed:

- Identifying and recruiting needy cases from the society
- Case management, documentation and reporting
- Provision of basic needs for all clients
- Management of crisis and emergencies
- Participation in development of sustainable programs, structures and process of new shelter in the community and in public schools
- Co-operation with therapists, doctors, educational institutions heads, local administration and other service providers.
- Participate in community mobilization activities
- Providing skills training.
- Participation in weekly team meetings
- Maintenance of network and internet connection
- Install and maintain new software in the office
- Regular proactive maintenance of computers and accessories
- Provide IT support to internal and external stakeholders

OCT 2013 – JAN 2017

ICT tutor at Northwood College Nanyuki

Main duties preformed:

- Preparing and dating pedagogic documents.
- Documenting, preparing and marking exams.
- Planning and organizing progressive assessment of learner's achievement.
- Hardware and software troubleshooting.
- Attending to clients at the reception and performing any other duties assigned by the supervisor.

HOBBIES AND INTERESTS

I enjoy listening to music, training and singing in the choir, volunteering and community involvement and taking nature walks.

PERSONAL SKILLS

Dependability | IT skills | Adaptability | Analytical and critical thinking | problem solving | Team work and people skills | communication skills | capacity building skills | Language proficiency

REFEREES

Mr. Peter Mwangi Nderitu Lecturer Chuka University P.o Box 596 -10400 Tel: +254721 677 623 Email: pmndeto7876@gmail.com	Mr. Sammy Barasa Tutor Northwood College P.o Box 1127 - 10400 Tel: +254720 495 224 Email: sammymcarlos2000@gmail.com	Mr. John Mugweru Accountant Disappear club Nanyuki Tel: +254724 886 288 Email: mugweru.kinyua@yahoo.com
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