

## CURRICULUM VITAE

**MS. CAROLINE CHEBET YEGON**

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### PERSONAL INFORMATION

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**Nationality:** Kenyan  
**Date of birth:** 3<sup>rd</sup> January, 1983  
**Status:** Married

### SPECIALIZATION:

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**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

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**Jan 2014 – Dec 2015:** Masters in Information Systems, Kisii University  
**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

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**Courses:**  
**July 2015** Attended Annual combating Education Irregularities and Examination Fraud East Africa Summit  
**July 2013** Attended a proposal writing seminar, UNES  
**January – February 2006** Attended N+ training at Kenya College of Communications Technology (KCCT).  
**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:**

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**Sept 2017 to Date: Project Leader (MIS)-Acting ICT Manager** University of Nairobi Central Examination Centre, Reported to Head Central Examination Centre.

### **Responsibilities**

- To lead the implementation of University management information system that falls under the University Central Examination Centre.
- In liaison with the management team Central Examination Centre to identify ICT skills requirements and with support from ICTC, Implement appropriate training for the staffs.
- To supervise the development of Information Systems Specification Documents in liaison with Central Examination Centre Management.
- Generate Information Systems Management reports on request by the Head Central Examination Centre.
- Ensure that security measures for Information Systems and other ICT equipments in the Centre are implemented.
- Participate in actualization of performance contract of the Central Examination Centre.
- To perform other duties as assigned to me by the Senior Registrar Examination Operation.
- Take lead in preparation of Graduation list.
- Ensure that all students examination records are up to date in Student Management Information System(SMIS)

**May 2014 to Sept 2017: Chief ICT Officer-Acting ICT Manager** University of Nairobi Central Examination Centre, Reported to Head Central Examination Centre.

### **Responsibilities**

- To lead the implementation of University management information system that falls under the University Central Examination Centre.
- In liaison with the management team Central Examination Centre to identify ICT skills requirements and with support from ICTC, Implement appropriate training for the staffs.
- To develop Information Systems Specification Documents in liaison with Central Examination Centre Management.
- Generate Information Systems Management reports on request by the Head Central Examination Centre.
- Ensure that security measures for Information Systems and other ICT equipments in the Centre are implemented.
- Participate in actualization of performance contract of the Central Examination Centre.
- To perform other duties as assigned to me by the Senior Registrar Examination Operation.

- Take lead in preparation of Graduation list.
- Ensure that all students examination records are up to date in Student Management Information System(SMIS)

**July 2009-May 2014: Senior ICT Officer** University of Nairobi, Information Communication and Technology Centre (ICTC), Reporting to Project leader

- 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 Manager (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 Dreameaver,
- 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**

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English, Kiswahili, and Kalenjin

## **HOBBIES**

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

## **REFERENCES**

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**1. Dr. Adelaide Mbithi (PhD)**

Head Central examination Centre,  
University of Nairobi  
P.O BOX 30197,  
NAIROBI.

**2. Prof. John Sigei**

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

**3. Dr. Caroline Chepkoech (PhD)**

Senior Chief ICT Officer,  
University of Nairobi  
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