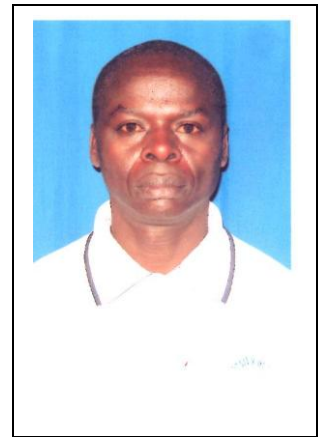


**Charles Ogendi Nyamache**  
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**Career profile:**

Skilled in general library work of information resource gathering or selection, storage, preservation, processing and sharing or dissemination

**Professional strengths:**

- knowledge of document selection, ordering, acquisition, processing procedures, organization and dissemination
- ability to disseminate both print and non-print information resources to the users
- user education, and orientation
- ability to work independently and under pressure
- posses excellent verbal and written communication skills
- ability to meet deadlines
- familiar with windows-based office software

**Work Experience:**

- library digitization
- electronic information resources dissemination
- online cataloguing and classifying books
- library database management
- user education program
- compiling book order forms
- library collection organization
- general library user service

**Computer and ICT skills:**

- web 2.0 technologies
- e-mail
- MS PowerPoint
- MS Windows
- MS Excel
- MS Access
- Adobe Illustrator 7.0
- scanning
- MS – DOS
- word perfect
- Lotus 123

**Educational summary:**

- Third year Bachelor of Technology Information Studies, Technical University of Kenya
- Diploma information studies, Kenya Polytechnic- 2005 -- 2007
- Library Assistants Certificate, Kenya Polytechnic - 1995
- O' level Certificate, Riokindo Boys Secondary School – 1980 - 1983
- CPE, Kiamabundu Primary School – 1971 - 1979

**Personal details:**

- Date of birth: 01/01/1964
- Marital status: Married
- Employment Status: Permanent and pensionable as a Library Assistant at the University of Nairobi

**Reference:**

Available upon request