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## **PERSONAL DETAILS**

**Name:** Mercy Anyango Adunga

**Nationality:** Kenyan

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## **PROFESSIONAL QUALIFICATION**

<b>2017 (Ongoing)</b>	Kenyatta University  Masters in Library and Information Science
<b>2009-2012</b>	Moi University  Bachelors Degree in Information Science
<b>2007-2008</b>	Kenya School of Professional Studies  Diploma in Information Science
<b>2004</b>	United Microcare Systems  Computer packages
<b>2000-2003</b>	Archbishop Okoth Girls Secondary School, Ojolla

## **PROFFESIONAL EXPERIENCE**

**February 2019 to date: Records Management Officer 1**

- Training of staff on effective records management
- Ensuring the security and accessibility of records
- Overseeing records policy implementation
- Filing and retrieval of documents

**June 2013- Jan 2019 University of Nairobi Library**

**Library Assistant**

- Cataloguing and classification of library materials
- Receiving, recording, labeling and accessioning of new books
- Conducting library orientation and information literacy to users
- Training library users on electronic resources access and utilization.
- Registration of new users
- Charging in/out library materials to the clientele
- Shelving library materials
- Handling inquiries and complains.

**WORKSHOPS/TRAININGS ATTENDED**

<b>Feb 2011</b>	Training Information Professionals for Opportunities in the New Constitutional Dispensation  Moi University
<b>Apr 2008</b>	Effective use of Electronic Information Resources  Kenyatta University

**PERSONAL GOALS**

Working in a multi-disciplinary environment that requires all- roundness, team spirit and considerable degree of independence.

