

# **CURRICULUM VITAE**

*OPIYO JANE ATIENO*

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## **PERSONAL DETAILS**

MARITAL STATUS : Married  
RELIGION : Christian  
GENDER : Female  
CURRENT POSITION : Librarian  
NATIONALITY : Kenyan

## **OBJECTIVE**

To be a team player capable of coping with the technology advancement and pressure in a challenging work environment in an organization that rewards innovation, competitiveness, professionalism and integrity thereby utilizing my professional, academic and interpersonal skills.

## **AMBITIONS**

- Enhance my skills in a reputable organization.
- To safeguard the company's/organization's interest.

## **ATTRIBUTES**

- Team player with excellent communication and coordination skills.
- Result driven with strong desire to make an impact infield work.
- Good leadership and interpersonal skills and the ability to work effectively in a diverse multidisciplinary and multicultural environment that values team work.

## **ACADEMICS/EDUCATIONAL BACKGROUND**

<b>COLLEGE/INSTITUTION</b>	<b>YEAR</b>	<b>RESEARCH TOPIC</b>	<b>AWARD</b>
<b>Moi University</b>	2008-2015	An assessment of application of information and communication technologies (ICTs) in middle-level colleges in Kenya: A case study of selected middle-level college libraries in Kisumu town	Master of Science in Libraries and Information Studies
<b>Moi University</b>	2003-2006	Information retrieval system (OPAC): A case of Moi University MTL-library	Bsc. In Information Science
<b>Sigalagala Technical Training Institute</b>	1999 - 2001	Management of Audio Visual materials in information centers: A case study of Moi University Library (Audio Visual section) and Kenya Broadcasting Corporation – Nairobi	Diploma in Library Information Studies
<b>Tracom College</b>	1998		Word Processing Certificate
<b>Bishop Okoth Girls - Mbaga</b>	1994 - 1997		Kenya Certificate of Secondary Education
<b>Karapul Primary School</b>	1986 –1993		Kenya Certificate of Primary Education

## **WORKING EXPERIENCE**

### **December 2016 to date - Librarian - University of Nairobi, in-charge of Kisumu Campus Library**

- Ensure implementation of Library policies, procedures, rules and regulations.
- Librarian in charge of user services.
- Supervise human resources in user sections.
- Allocate duties to staff.
- Ensure user services, facilities and equipment are in good working condition.
- Represent Senior Librarians in faculty, academic and college management board meetings in their absence.
- Supervise cleanliness in the library to enhance good working environment.
- Prepare book orders, catalogue, classify and disseminate information resources.
- Participate in library committees.
- Prepare shelving schedules and ensure they are implemented.
- Train users on access to information, literature searching, conduct orientation and teach Information and communication skills at undergraduate level.
- Assign duties to students on work study, industrial attachment and internships
- Any other official and professional duties as may be assigned by the Director, Library & Information Services.

### **January - December, 2016 - Head of Library Services at the Kenya Institute of Management**

- Oversee the overall day-to-day operations of the institute's library services
- Organizes for and runs user orientation and education programs
- Supervise human resources in user sections.
- Supervise cleanliness in the library to enhance good working environment.
- Prepare book orders, catalogue, classify and disseminate information resources.
- Link between institute and other library professionals
- Performs related professional duties as may be assigned from time to time

## **2009 - 2016 – Librarian at the Kenya Institute of Management - Eldoret Branch**

### **Responsibilities**

- Runs the day-to-day operations of the institute's Branch library
- Implements library procedures and policies
- Provide bibliographic and reference information services to the library users
- Processing of newly acquired Information materials
- Maintains an up to date catalogue and shelf list
- Organizes for and runs user orientation and education programs
- Information search and retrieval
- Maintaining library statistics
- Shelving of book and shelf reading
- Ensure library has adequate resources to adequately serve the institute's clientele
- Assists in the evaluation of the institute's library information resources so as to strengthen and develop it
- Charging and discharging of books on loan
- Ensure security of the institute's library materials
- Oversee the opening schedule of the library to ensure that the library is always opened as per the School of Management guidelines
- Performs related professional duties as may be assigned from time to time

## **2007 - 2009 – Library Assistant, Kenya Institute of Management – Nairobi and Kisumu Branches.**

### **Responsibilities**

- Processing of newly acquired Information materials
- Information search and retrieval
- Maintaining library statistics
- Shelving of book and shelf reading
- Newspaper binding
- Charging and discharging of books on loan

- Maintaining rules and regulations

**2007-** Lead role setting up of an Information Resource center at the Ministry of State for National Heritage headquarter-Nairobi

**September 2006 – October 2007:** Intern - Kenya National Archive and Documentation Service.

### **MEMBERSHIP OF PROFESSIONAL BODIES**

- Member of the Kenya Library Association
- Associate Member of Kenya Institute of Management

### **WORKSHOPS/TRAININGS ATTENDED**

- Digital Technologies for Communication and Collaboration: Within the Framework of Digital Uptake (DigiUp) virtual exchange project. Held online on October 22<sup>nd</sup>, 2024.
- Library Connect Academy Certification: Introduction to Project management held online on October 9<sup>th</sup>, 2024.
- Excellence in Peer Review: How to be an effective peer reviewer by Peer Review Systems Webinars on April 24<sup>th</sup>, 2024.
- Avoiding Ethics Issues in Academic publishing by Taylor and Francis Group held on December 5<sup>th</sup>, 2023.
- Strategies for successfully publishing your research Open Access by Taylor and Francis Group held on November 9<sup>th</sup>, 2023.
- Cyber Security Awareness Training sponsored by Government of Kenya through ICT Authority of Kenya October, 2023.
- Publishing Ethics by Taylor and Francis Group on February 23<sup>rd</sup>, 2022.
- The RSIF Knowledge Sharing Workshop for University Librarians by the RSIF – Regional Coordination Unit – ICIPE – 15<sup>th</sup> – 16<sup>th</sup> February 2022.

- Cyber Security Awareness Course by Kenya Education Network on October, 2021.
- Emerald General Access and Platform training (KLISC) organized by Emerald publishing on 18<sup>th</sup> May, 2021.
- ScienceDirect training on researcher Academy on campus by ELSEVIER on 7<sup>th</sup> May, 2021.
- Presented a paper at the 2<sup>nd</sup> Information Professionals camp themed Information Professionals in times of crisis held at KNLS Kisumu Branch on 5<sup>th</sup> March, 2021.
- Participated in the 1<sup>st</sup> International Conference on Disability Rights, Awareness and Empowerment (ICDRAE 19) held between 2<sup>nd</sup> - 4<sup>th</sup> November, 2019 at The University of Nairobi, Kisumu Campus.
- Customer Care Service Training by the Kenya Institute of Management (March, 2011)
- Corporate Governance Training by the Kenya Institute of Management (February, 2011)
- E-resource workshop Training by The Kenya Institute of Management (2009)
- Participated in the Sports Leadership Symposium organized by Moi University at St. Johns Pastoral Centre, Eldoret on August 14, 2004.

### **COMMITTEES INVOLVED AT THE UNIVERSITY OF NAIROBI**

- Campus management committee member from 2016 to date
- Marketing team member from 2017 to 2019
- Disability Mainstreaming Committee – Appointment date January 2021 to Date
- Campus Technical Committee on COVID-19 Appointment date 15<sup>th</sup> July 2020 to 2022.
- University of Nairobi Library strategic plan committee member Appointment date January 2021 to December 2021.
- Quality Assurance Committee member Appointment date January 2021 to December 2021.

## **COMMUNITY SERVICE**

- 2022 to date – Board member in Mwer Boys High School
- 2016 to Date – Appointed Board of Management Dirk Allison Secondary school in Siaya County.
- 2011 to 2021- Board of Management (B.O.M), Hawinga Girls Secondary School in Siaya County.
- Chairperson for Women Ministry – New Wine Shallom Ministry
- Class representative, Grade Two – M. M. SHAH Primary and Junior School

## **Responsibilities**

- Participate in the schools’ management programs
- Participate in decision making for schools’ development
- Offer leadership to Christian women in Church programs and fellowships

## **HOBBIES**

Reading, socializing with friends, singing and listening to gospel music and travelling

## **INTERESTS**

- To serve God and people in Church Ministry and professional environment
- Giving back to the community



## **REFEREES**

Prof. Charles Rambo  
Associate Dean, Kisumu Campus  
University of Nairobi.  
P.O. Box 825-40100  
**Kisumu, Kenya.**  
**Mobile: 0721276663.**

Dr. Damaris Odera  
Snr. Lecturer  
Moi University  
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**Eldoret, Kenya.**  
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