

## **CURRICULUM VITAE**

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### **CAREER OBJECTIVES**

To work in a challenging and highly competitive environment that will enhance the development of my career and personal growth while making the contribution towards realization of organizations' objectives.

To work in dynamic and challenging sector that will enable excellence in the field of Information Science.

### **PERSONAL ATTRIBUTES**

- ❖ Dynamic team player
- ❖ Self-motivated, industrious and goal oriented
- ❖ Portrays a high level of integrity
- ❖ Ability to work under minimal supervision
- ❖ Ability to relate to people at any level in and out of the organization

### **SKILLS**

- Library services
- Customer care services
- Organizational skills
- Cataloging
- Microsoft publisher

## **WORK EXPERIENCE**

**FEBRUARY 2020 - TO DATE: UNIVERSITY OF NAIROBI**

**POSITION: LIBRARY ASSISTANT**

- Registration of library users
- Shelving and weeding of information materials
- Training library users on E-resources
- Charging and discharging of library materials
- Help library users navigate resources and perform basic research
- Any other official duty that may be assigned by the librarian

**2015 – 2020: KENYATTA UNIVERSITY POST– MODERN LIBRARY POSITION:**

**LIBRARY ASSISTANT/RECEPTIONIST**

- Answering to queries from walk in library users or via telephone or mail in order to retain and attract potential customers by answering insurance product and service questions.
- Manning information desk (library reception desk).
- Direct visitors and students to the appropriate person and office.
- Providing library users with assistance in regard to information technology particularly in computer labs.
- Online cataloging and classification of books using KOHA Integrated Library System.
- Shelving and weeding of information materials.
- Circulation services both issuing and receiving of library materials.
- Providing information literacy to the library users.
- Regular orientation to new students and other users in the library.
- Packing and dispatching of books to respective counters and campuses.

- Provision of reference services to library users; meant to provide reference and research assistance to the users.
- Customer care services within the library information desk.
- Perform other administrative duties as assigned.

**2013 -2015: KENYATTA UNIVERSITY (KISWAHILI DEPARTMENT RESOURCE CENTER)**

**POSITION: LIBRARY ASSISTANT**

- Assisting library users in their research using the library online catalog and databases.
- Receiving departmental staff members and external library users at the information desk.
- Organization of seminar/conference rooms before presentation of academic papers, departmental thesis & dissertation; especially information technology materials to be used.
- Reviewing records to compile list of overdue books & issue overdue notices to borrowers.
- Selection and acquisition of relevant resources for research, teaching and learning.
- Training students and faculty on use of Internet resources.
- Shelving of information materials.
- Ensure safe custody of all records, documents, files etc within the library.

## **EDUCATION**

**2006-2008: KENYA TECHNICAL TEACHERS COLLEGE**

Diploma in Library & Information Studies (L.I.S)

**2002-2005: KYONDONI GIRLS SECONDARY SCHOOL**

Kenya Certificate of Secondary Education

## **TRAININGS**

**November 2023: UNIVERSITY OF NAIROBI**

MyLoft Monthly Users Training Session/Africa

**May 2021: UNIVERSITY OF NAIROBI**

Emerald General Access and Platform Training (KLISC)

**August 2018: WEBBS INSTITUTE NAIROBI**

Certificate in Adobe in Design

**June 2017: KENYATTA UNIVERSITY**

Public relations and customer care training

## **COMPUTER LITERACY**

- Windows
- Ms. Office
- Ms. Excel
- Ms. Publisher
- Adobe In Design
- Internet
- Database Systems

## REFEREES

1. MATTHEWS NYAPELA

LIBRARIAN

UNIVERSITY OF

NAIROBI

MOMBASA CAMPUS

P.O. BOX 30197 -00100

NAIROBI, KENYA

Cell: 0724899381

Email: abijah@uonbi.ac.ke

2. GINORAH MWAKE HEYA

ASSISTANT LIBRARIAN

UNIVERSITY OF NAIROBI

MOMBASA CAMPUS

P.O. BOX 30197 -00100

NAIROBI, KENYA

Cell: 0725898959

Email: heyamwake@uonbi.ac.ke

3. ANNE W. NZIOKI

INTERNAL SECURITY

UNIVERSITY OF NAIROBI

MOMBASA CAMPUS

P.O. BOX 30197 -00100

NAIROBI, KENYA

Cell: 0718037158

Email: wavinyanzioki@uonbi.ac.ke