

# CURRICULUM VITAE

## PERSONAL DETAILS

NAME : VIVIAN ONDECHE  
YEAR OF BIRTH : 11/04/1985  
ID NUMBER :24052187  
NATIONALITY : KENYAN  
GENDER : FEMALE  
MARITAL STATUS : :MARRIED  
LANGUAGES : ENGLISH, KISWAHILI AND LUHYA  
AGE : 28 YEARS  
RELIGION : CHRISTIAN  
CONTACT ADDRESS : 16679-00620 NAIROBI  
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## CAREER OBJECTIVE

Directing users on different places to find books

- 1 Cataloguing of books
- 2 Online public access
- 3 Filing work in the office for future references
- 4 Conservation of the information material, binding
- 5 Shelving of information materials

## ACADEMIC BACKGROUND

2005 – 2007 Sigalagala Technical Training Institute  
P.O. Box 2966-50100  
Kakamega  
Course Diploma in Information Studies  
Grade Credit

**Jan - Aug 2008** Jupiter Computer College  
P.O. Box 938-00500  
Nairobi

**2000 - 2003** Bunyore Girls High School  
P.O. Box 165 - 40105  
Maseno

**Grade** Pass

**1992 - 1999** Kima Primary School  
P.O. Box 64-50314  
Emuhaya

**Grade** Pass

### **PROFESSIONAL BACKGROUND**

**Jan 2012-to date**The University of Nairobi  
Jomo Kenyatta Memorial Library (J.K.M.L)  
P.O. Box 30197-00100  
Nairobi.

**Jan - Dec 2011** Mwituha secondary School  
School Librarian  
P.O. Box 78  
Emuhaya

**Mar - Aug 2010** Interim Independent  
Electoral Commission  
Voter Registration Clerk Deputy  
Presiding Officer in the constitution elections

## **ATTACHMENT**

**Jan - Mar 2006** Maseno University  
University Library  
P.O. Box Private Bag  
Maseno

## **HOBBIES**

- 1 Travelling
- 2 Making friends
- 3 Reading novels and magazines to keep up with current affairs
- 4 Doing charity work

## **COMPUTER LITERACY**

- 1 Operating systems: Windows 95, 97, 98
- 2 Word processing: Ms Word, Ms. Access, Ms Excel and Powerpoint

## **PERSONAL AMBITION**

To work hard in a competitive, dynamic and fast developing firm with the aim of accomplishing the organization goals and objectives with minimal supervision and assistance

## **COMPETENCIES**

- 1 Quickly adapts to any surrounding
- 2 Pays attention to detail to my work
- 3 Excellent communication and writing skills
- 4 Team player: actively contributes to team success
- 5 Enhances and sustains performance of others
- 6 Establishes collaborative working relationships with team members
- 7 Formal presentation to individuals or groups
- 8 Good planning and organizing skills
- 9 Able to work under pressure

## **REFEREES**

Evalyne Anambo  
Senior Librarian  
University of Nairobi  
P.O. Box 30197-00100  
Nairobi  
Tel: 0725-836428

Lydia Andota  
Deputy Principal  
Mwituha secondary School  
P.O. Box 78  
Emuhaya  
Tel: 0722 260149

Bob Tekah  
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