

CURRICULUM VITAE

PERSONAL DETAILS

Name : Vivian Ondече
Nationality : Kenyan
Gender : Female
Marital Status : Married
Languages : English, Kiswahili and Luhya
Religion : Christian
Email : vondeche@gmail.com

ACADEMIC BACKGROUND

2016-2018 Technical University Of Kenya
P.O Box 52428-00200
Nairobi
Course Bachelor's degree in Library and Information Science

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

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

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

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 (JKML)
 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

FURTHER TRAININGS AND PARTICIPATION

- 9th – 10th April 2015 University of Nairobi
 University of Nairobi Enterprise and services limited training on
 customer care and public relations at Jomo Kenyatta Memorial
 Library.
- 26th – 28th May 2014 Ministry of devolution and planning; Dspace, Greestone and
 gender information resource training at Jomo Kenyatta Memorial
 Library, University of Nairobi

ATTACHMENT

- Jan – Mar 2006 Maseno University
 University library
 P.O. Box Private Bag
 Maseno

HOBBIES

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

COMPUTER LITERACY

- Operating systems: Windows 95, 97, 98.
- Work 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

COMPETENCES

- Quickly adapts to any surrounding
- Pays attention to detail to my work
- Excellent communication and writing skills
- Team player, actively contributes to team success
- Enhances and sustains performance of others
- Establishes collaborative working relationships with team members
- Formal presentation to individual or groups
- Good planning and organizing skills
- Able to work under pressure