



Winnie Codawa

Senior Information, Communication and Technology Officer

- ✉ winniecodawa@gmail.com
- 📍 Kenyan
- 📞 254723232443
- 📞 254728022222

A prolific Communication professional who integrates training and use of systems, as well as digital platforms, in organization communication.

Work experience



Senior ICT Officer / University of Nairobi Nairobi

Since April 2013

- Managing website content update across 11 websites of the College of Biological and Physical Sciences (<https://cbps.uonbi.ac.ke>).
- Training departmental staff members on website content management and website standards.
- Implementing website strategies for increased visibility of College research and achievements.
- Interviewing researchers and award-winning students, and writing feature articles on College newsletter.
- Social media management of the College social platforms.



Digital Content and Knowledge Management Officer / United Nations Environment Programme Nairobi

From September 2018 to June 2019

- Organizing training sessions on features of newly implemented intranet across 14 divisions and offices, both regionally and globally, with 800 staff users.
- Creation of how-to-guides on intranet use.
- Responding to staff queries emanating from intranet use.
- Writing and posting news articles on the intranet.



ICT Officer / University of Nairobi Nairobi

From May 2010 to April 2013

- Training and supporting staff in management of student information system, as well as eLearning system.
- Answering user queries arising from system use.

System Implementer / Infiniti Systems Limited Nairobi

From September 2007 to March 2010

- Implementation of HR systems in corporates and non-governmental organizations (NGOs).
- My task entailed data migration, system training, pilot run of systems and offering system support to users.
- Implemented Human Resource systems including: Personnel management, Leave, Payroll and Appraisal systems, in 15 organizations with staff numbers ranging 30-500.

Languages

English

Swahili

Assets

Attention to detail and great expertise in progress monitoring and reporting of projects

Training

Interests

Mentorship in Youth Education

Road trips

Hotel surveys

Book club

Cooking club

in Ms. Codawa's LinkedIn

Education

Postgraduate Diploma in Mass Communication / [Kenya Institute of Mass Communication](#) Nairobi

From November 2014 to December 2015

Bachelor of Arts / [University of Nairobi](#) Nairobi

From May 2007 to December 2010

Major in Language and Communication, and Sociology

Certificate in Information Technology Enabled Services - Business Process Outsourcing (ITES-BPO) / [University of Nairobi](#) Nairobi

From June 2012 to August 2012

Higher Diploma in Information Technology / [Institute of Technology Studies and Research \(ITSR\)](#) Nairobi

From August 2008 to August 2009

Diploma in Information Technology / [Institute of Technology Studies and Research \(ITSR\)](#) Nairobi

From May 2007 to May 2009

Kenya Certificate of Secondary Education / [St. George's Secondary School](#) Nairobi

From February 2002 to November 2005

Kenya Certificate of Primary Education / [Our Lady of Mercy Primary School](#) Nairobi

From January 1994 to November 2001

Skills

System support and help-desk management

Design and implementation of Communication Strategies

Systems Training

Computer skills

Content Management Systems Drupal, Wordpress

Writing manuals and how-to-guides on system use Use of screen video-recording for how-to-guides

Social media management Use of hootsuite for corporates, google analytics, facebook and twitter ads, linkedin, google plus

Blogs management Tumblr, Blogger and Wordpress

Microsoft Office Suite