

## CURRICULUM VITAE

### PERSONAL DATA

NAME: ZILPHA NYASI WALOWE  
MARITAL STATUS: SINGLE  
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### PROFESSIONAL OBJECTIVE

To establish a career in information management and education in a challenging, mutually rewarding organization that will enhance my contribution to the achievement of the organizations strategic goals.

### EDUCATIONAL AND PROFESSIONAL BACKGROUND

2013: Bachelor in Information Science  
Kenya Methodist University  
Degree in Information Science

2002-2004: Diploma in Information Science  
Kenya Polytechnic

2002: Certificate in Information Technology  
Wantech Computer College

2001: Certificate in Food and Beverage Service Techniques

1996 – 1999: Kenya Certificate of Secondary Education (KCSE)  
Mwakitawa Secondary School

1986 – 1995: Kenya Certificate Of Secondary Education (KCPE)

### Work Experience

2009-Present: Library Assistant

2006-2009: Skilled Casual (CEES)

2005-2006 Intern  
Kenya National Archives & Documentation Centre

2004 Intern  
Jomo Kenyatta Memorial Library (UON)

2003 Intern  
Kenya National Library Services

#### DUTIES & RESPONSIBILITIES

- Maintenance of library statistics
- Receiving, recording, labeling and accessioning of new books.
- Charging and discharging of library materials
- Shelving of library materials
- Registering new users
- Filing of borrowers records
- Cataloguing and classification of library mat

#### COMPETENCIES

- Skills in Library Operating System (Vubis Smart)
- Skills and knowledge in repair and restoration of torn documents
- Skills in Information Technology
- Skills in Library organization and operations

#### REFEREES

1. Peter Matanji  
College Librarian (College of Education & External studies)  
P.O. BOX 92  
Kikuyu  
Telephone: 0711409645
2. John K. Mwangi  
College Librarian (Chiromo Campus)  
Telephone: 0721368769

3. Willy Mwatumia  
Librarian (Mombasa Campus)  
Telephone:0712052869