



## CURRICULUM VITAE

**FLORENCE CHEPKORIR KOSKE**

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BUNGOMA.

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**Language:** English, Kiswahili, Kipsigis

**Nationality:** Kenyan

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### Career Objective

Seeking a full time job in a growth oriented institution offering opportunities and challenges for advancement. To work in positions that will allow me to utilize my skills in order to be of value to the organization and at the same time provide me with both career and personal development

**Educational** JOMO KENYATTA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY

BACHELOR IN INFORMATION TECHNOLOGY (Ongoing)

**Background**

NorthEastern Technical Training College

Diploma in information Technology (2008-2011) Pass

- **KCSE (St. Mary's Girls High School, Bomet)**  
C+ (1998 to 2001)
- **KCPE (Boror Primary School)**  
424/700(1987 to 1997)

## **Work Experience**

**Kibabii university: Technician (July 2018 to date)**

### **Duties**

- Installation of hardware
- Repair and maintenance practice
- Troubleshooting of hardware failure
- Installation of network components
- Cabling and laying of cables

**Kibabii University: Data Entry Clerk Scale 5 (May 2016 to July 2018)**

### **Duties**

- Entering students details in the system
- Updating students details in the systems
- Maintain and update workflow record of students regarding work completed and work pending.
- Printing students Identity cards.

**Kibabii University: Technician, Part time Instructor (2014 to date)**

### **Duties.**

- Organizing the operation and maintenance of computer hardware and general electronic and computing equipment's.
- providing technical support and install new software for computer users in the laboratory
- Conducting practical in word, excel, access and PowerPoint.
- Making tutorial notes for students.
- Tutoring students in various IT areas i.e. visual basic, computer application, introduction to database.
- Setting examination and assignments

**Waitaluk Youth Polytechnic: Instructor (2011 to 2014)**

### **Duties.**

- Computer application packages
- Projects

**National Hospital Insurance Fund, Garissa (September 2008 to November 2008)**

### Duties

- Inputting payroll information in the system
- Printing processed claims report
- Data entry, user support and training

### **Key Skills and competence**

- computer hardware and software systems and programs
- computer networks and installation
- computer viruses and security
- Email and internet programs.

### **Referees**

1. Dr. Samwel Mbugua  
Director ICT,  
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2. Dr. Anselimo Ikokha,  
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