

# **CURRICULUM VITAE**

**NAME:** EMILY NAFULA JUMA  
**DATE OF BIRTH:** 24<sup>TH</sup> JAN 1976  
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**NATIONALITY:** KENYAN  
**MARITAL STATUS:** MARRIED  
**RELIGION:** CHRISTIAN  
**GENDER:** FEMALE

## **PROFFESIONAL EXPERIENCE**

2013 up to date            KIBABII UNIVERSITY

- Masters in Digital Forensics (ongoing)

2016-2019                KIBABII UNIVERSITY

- Bachelor Degree in Computer science

2010-2013:                N.E.P TECHNICAL TRAINING INSTITUTE (GARISSA)

- Diploma in Computer Studies
- Higher National Diploma Human Resource Management

2009 – 2010:             BARAKA COMPUTERS

- Certificate in Computer Basics

1991-1994:                MISIKHU GIRLS HIGH SCHOOL

- KCSE (O-Level)

1982-1990:                MWIRUTI PRIMARY SCHOOL

- KCPE Certificate

## **Other trainings:-**

- a) Certificate in Data Protection – Strathmore University
- b) Digital Forensics Training by Cyber Roam Africa
- c) Cyber Security Awareness course by KENET

- d) Resource Mobilization – Grant proposal writing by TCC
- e) Coding For Employment Program by African Development Bank
- f) Digital Literacy Program by Strathmore University
- g) Educational Workshop on Enhancing learning outcomes
- h) Awareness Training Based on Information Security Management systems

## **WORKING EXPERIENCE**

2018 – To date KIBABII UNIVERSITY

Post: COMPUTER LAB ASSISTANT TECHNOLOGIST III

### **Duties and responsibilities**

- Preparation of lab manuals
- Conducting practical with students and stakeholders
- Preparing work plans for practical, industrial workshops
- Participating in preparing for budget for industrial training and trips
- Supervising students project

2015 – 2018 KIBABII UNIVERSITY

Post: PART-TIME INSTRUCTOR/TECHNICIAN

### **Duties and responsibilities**

- Teaching diploma and certificate I.T students
- Conducting practical with students
- Preparing work plans for practical sessions
- Supervising students projects

2018 KIBABII UNIVERSITY

Post: ICT DIRECTORATE ON ATTACHMENT

### **Duties and responsibilities**

- Assist and support the co-ordination and delivery of the work of the MIS Team
- Process student change of course

- Assist with all aspects of data, functionality and configuration of student systems
- Support procedures for backup and recovery of MIS data held on the administrative network.

2016- 2018 KIBABII UNIVESITY

Post: DATA ENTRY CLERK (ACADEMIC AFFAIRS)

**Duties and responsibilities**

- Input students data in the ERP
- Producing reports on monthly basis
- Arranging files
- Helping students with opening of their Emails

2006- 2009: AMATSI WATER SERVICES CO.

Post: **REVENUE/DATA CLERK & AG. BILLING SUPERVISOR**

**Duties and responsibilities**

- Preparing bills using Waterflex Management information system
- Attending to customer complains
- Going to the field to educate people on how to minimize the usage of water
- Collecting revenue
- Attending to customer complains

**Professional Memberships:**

- IAENG International Association of Engineers

**Other responsibilities**

2010 – 2012 Instructor in ICT- Kabula Youth Polytechnic

2013 Deputy Presiding Officer IEBC – Garissa Township Constituency

2013 – 2015 Human Resource Assistant - Midmax International Limited

**HOBBIES:**

- Reading
- Listening to gospel music
- Playing handball

**REFEREES:**

DR. ANSELEMO PETERS  
DIRECTOR, ICT DIRECTORATE KIBABII UNIVERSITY  
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**BUNGOMA**

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