**JACKLINE JERUTO KIBIWOT - CV.**

(+254) 725875650 | biwottjackline72@gmail.com

P.O Box 383-30700, Iten, Kenya

I am a detail-oriented and self-motivated graduate with a Bachelor’s degree in Technology Education (Mechanical Option & Computing) and practical experience in data entry, analysis, and IT support. My goal is to leverage technical and analytical skills to contribute to impactful projects across development and technology-driven environments. I possess strong data management capabilities, problem-solving skills, and a solid foundation in computer programming and database tools.

**Key strengths & competencies.**

• Skilled in data collection, entry, validation, cleaning, and analysis using Excel, Google Sheets, and mobile tools like KoboCollect and CommCare.
• Strong understanding of data quality assurance processes and reporting.
• Hands-on experience in IT support, including hardware/software troubleshooting.
• Effective communicator with excellent training and facilitation skills.
• Proficient in time management, problem-solving, and ethical data handling.
• Fast learner, innovative thinker, and adaptive to new technologies.
• Experienced in using MS Office Suite, programming in Python, HTML, CSS, C++, and basic JavaScript.
• Comfortable working both independently and collaboratively in team settings.

**Education**

**Full-Stack Software Development Program**
**EldoHub Academy, Eldoret**
*November 2024 – May 2025*
Completed hands-on training in web development covering HTML, CSS, JavaScript, React, Node.js, Express, and databases (MySQL); worked on real-world projects including authentication systems, REST APIs, and responsive frontend interfaces.

**Bachelor of Education in Technology Education and Computing (Mechanical Technology)**
**Moi University, Main Campus**
*2021 – 2024*
Completed 4th year, trained in mechanical engineering, computing, and pedagogy; gained experience in teaching technical subjects and using ICT tools in education.

**Kenya Certificate of Secondary Education (KCSE)**
**Anin Girls High School**
*2016 – 2019*
Attained a mean grade of **B (Plain)**.

**Kenya Certificate of Primary Education (KCPE)**
**Kipkenda Primary School**
*2008 – 2015*
Scored **309 marks**.

**Work experience.**

**Data Entry Clerk** | **World Vision Kenya – CRIFSUP**

 **November 2024 – 2025**

* Supporting farmer data documentation and entry for the CRIFSUP project; entered and validated project data in Google Sheets and KoboCollect platforms; ensured accuracy and completeness of farmer records; maintained daily logs of data uploaded to central systems; collaborated with field teams to resolve data inconsistencies; ensured timely reporting and documentation of progress.
* Collected field data during household surveys across rural communities; used KoboCollect for data collection; mobilized local participants for survey participation; ensured data accuracy and completeness in the field; submitted daily reports to project supervisors.

**Data Entry Clerk (Excel & Google Sheets)** | Self Help Africa

January – March 2025

* Entered farmer data using CommCare platform during field activities and interviews.
* Managed and updated tree species data using Excel and Google Sheets.
* Organized and cleaned datasets from multiple sources to ensure accuracy and completeness.
* Created summaries and tables to support progress reporting.
* Maintained proper folder structures and naming conventions for easy access and tracking.
* Communicated regularly with supervisors to resolve data issues and ensure data quality.

**Data Quality & Cleaning Assistant** | **Earth Tree Enviro Private Ltd**

**October 2024**

* Cleaned and validated datasets related to tree plantation activities to ensure accuracy and consistency.
* Organized and sorted photographic records documenting each stage of the tree planting process—from land preparation to planting.
* Categorized and labeled photos into folders based on individual landowners for streamlined access and reference.
* Uploaded cleaned data and organized photo folders to the cloud-based **ODK (Open Data Kit)** system for centralized project tracking and reporting.
* Ensured all records met quality standards before final submission, supporting reliable environmental documentation.

**Trainee (Mechanical & Computing)** | **RVTTI**

**May – July 2023**

* Trained in delivering mechanical and computing subjects under supervision; assisted in preparing and teaching technical practical in the mechanical engineering workshop; supported instructors in software and hardware training sessions; maintained and repaired workshop equipment; documented lesson plans and student attendance; contributed to setting and marking technical assessments.

**Attaché** | **RM Patel and Partners Ltd**

**January – March 2023**

* Attached to the mechanical production department focusing on hands-on machining and workshop operations; operated and maintained industrial machines including lathe, milling, grinding, and drilling machines; followed safety procedures during equipment handling; interpreted mechanical drawings and specifications; supported production of mechanical components under supervision; documented daily operations and reported machine status.

**Referees.**

**Dr. Mutai**
H.O.D, Technology Education Department – Moi University
📞 +254 721 254 793

**Nicodemus Khan**
Project Manager – World Vision Kenya
📞 +254 728 367 612

**Mrs. Esther Kibor**
Principal – Anin Girls High School
📞 +254 724 646 608

**Mr. Albert Kipchirchir**
Full Stack Trainer – Eldohub Academy
📞 +254 717 481 718