LEAH WANGARI MBATARU/WAKANYI

P.0 BOX 136-90100 MACHAKOS

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DOB: 26/2/1979

Work Experience

01/07/2009-30/04/2010

Part-time Teacher: Kenya Institute of Highways and Building Technology (KIHBT)

- Teaching ICT related courses and Entrepreneurship across the institution
- Setting, moderation and invigilating examinations
- Maintenance of the institution's ICT equipment
- Participating in departmental awards

01/06/2010-32/12/2012

ICT Teacher: Machakos Technical Training Institute

- Teaching ICT related courses at both Certificate and Diploma Levels across the Institute's departments.
- Preparing course materials
- Setting, moderation, invigilating, and grading of examinations.
- Uploading marks in the ERP.
- Training new staff on how to use the ERP.
- Participating in departmental meetings and awards.

01/01/2013-31/08/2018

Tutor/Teaching Assistant: Machakos University College/Machakos University

- Teaching ICT related courses at both Certificate and Diploma Levels across the university's departments.
- Preparing course materials

- Setting, moderation, invigilating, and grading of examinations.
- Uploading marks in the ERP.
- Training new staff on how to use the ERP.
- Participating in departmental meetings and awards.

Systems Administrator, Finance Machakos University

- Training the University's Top Management on internet banking and electronic payments(E-Pay)
- Automation of major functions in finance
- Training staff on the ERP and PAYE system
- Routine update of the Finance Department Website
- Facilitating the allocation of bulk sponsorships like HELB
- Spearheading the ERP clean-up of the Finance Module
- Routine Maintenance of Hardware, Software, and Networks in the Finance Department

25/08/2020- To Date

Systems Administrator- Directorate of Open, Distance, and ELearning (ODEL) - Machakos University

- Setting up the ELearning Platform
- Training faculty and Student on the LMS and virtual platforms
- Conducting Routine Audits on the LMS
- Offering user support for both faculty and Staff
- Training faculty how to design content for eLearning
- Creating support content for both faculty and staff e.g Videos
- Training coordinators on how to enrol staff on the LMS platform

ACADEMIC QUALIFICATIONS

2017-To Date: Msc. Computer Systems (Jomo Kenyatta University of Agriculture and Technology)

2018: Certificate in the design, development, and implementation of eLearning Courses (CDAC, India)

2015: Bachelors of Business Information Technology – (First Class Honours) St. Paul's University)

2009: Diploma in Education (Computer Studies)-KTTC

2001: Diploma in Computer Studies (KNEC)

1996: KCSE (C+)

<mark>Referees</mark>

1. Dr. Peter Kibet
   Director ODEL
   Machakos University
   Tel. No. 0722558265

2. Mr. Watson Kanuku
   Director ICT
   Machakos University
   Tel. no. 0721589404

3. Mr. Muthee
   H.O.D- ICT Department
   Kenya Institute of Highways and Building Technology
   Tel No: 0722834912