

# CURRICULUM VITAE

## Adeline Mukanda

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**Religion:** Christian

**Nationality:** Kenyan

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## Personal Statement

I am a dedicated and ambitious professional committed to advancing my expertise in Information Technology. With a strong work ethic, I consistently strive to achieve goals while proactively setting new objectives to drive personal and professional growth. Through collaborative assignments, I have honed exceptional teamwork and communication skills, enabling me to contribute effectively to team success and deliver impactful results.

## Education Background

Date	Institution	Award
2015-2022	Kibabii University	Master of Information Technology
2010 -2014	Masinde Muliro University of Science and Technology	Bachelor of Science in Information Technology

## Professional Training

- ❖ 20<sup>th</sup> November 2024 , Data protection certificate course by Strathmore University
- ❖ 22<sup>nd</sup> -25<sup>th</sup> June, 2021 by Millenium Management Consultants Ltd (MMCAfrica), ISO/IEC 27001:2013 Information Security Management Systems Internal Auditing Training Course

## Capacity Building: Seminars

- ❖ 27<sup>th</sup> -29<sup>th</sup> October, 2021 Gender Mainstreaming Training (Certificate of Participation)
- ❖ 2<sup>nd</sup> – 4<sup>th</sup> March 2020, Webometrics benchmarking at the University of Nairobi, Jomo Kenyatta University of Science and Technology and Technical University (Webometrics benchmarking Report)
- ❖ 23<sup>rd</sup>-24<sup>th</sup> October, 2018 Educational Workshop (Certificate of Participation)
- ❖ 2<sup>nd</sup> -3<sup>rd</sup> October, 2018 ISO/IEC 27001:2013 Information Security Management Systems (ISMS) Implementers Training (Certificate of Training)

- ❖ 6<sup>th</sup> September, 2018 Awareness Training on Information Security Management systems ISO/IEC 27001:2013 (Certificate of Attendance)
- ❖ 2015, 2016, 2019, ERP Training by ABNO Software Ltd (Skills Acquired)
- ❖ 21<sup>st</sup> -22<sup>nd</sup> April ,2016 by Oracle Academy, Java Programming (Certificate of Completion)
- ❖ 15<sup>th</sup> September, 2015 Implementers Training on ISO 9001:2008 Quality Management Systems (Certificate of Participation)
- ❖ 5<sup>th</sup> June, 2015 by Deep Africa, Webometrics improvement Training (Certificate of Participation)

## **Professional Career Growth**

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**ICT Officer II (KIBU)**

**September 2021- Present**

### **Responsibilities**

- ❖ Rebranding of the university website, enhancing its design and functionality to align with institutional goals.
- ❖ Managed the uploading of relevant, high-quality content to ensure an up-to-date and engaging website.
- ❖ Established and configured new subdomains to support various university services and initiatives.
- ❖ Performed regular website database backups, monitoring, performance tuning, and data recovery to ensure operational reliability.
- ❖ Strengthened website security measures to protect against threats and ensure data integrity.
- ❖ Monitored and optimized website resource usage to maintain performance and efficiency.
- ❖ Contributed to the timely preparation and execution of website management procurement budget plans.
- ❖ Developed, reviewed, and implemented ICT policies to support effective technology governance.
- ❖ Provided technical support to staff and students on ERP systems, email, and software-related issues, enhancing user experience.

### **Achievements**

- ❖ Successfully rebranded and enhanced the functionality of KIBU websites, improving user experience and visual appeal.
- ❖ Developed and launched multiple subdomains, including Counseling Services ([sacs.kibu.ac.ke](http://sacs.kibu.ac.ke)), Scientific And Ethics Review Committee ([kuserc.kibu.ac.ke](http://kuserc.kibu.ac.ke)), Research projects ([kicth.kibu.ac.ke](http://kicth.kibu.ac.ke), [stms.kibu.ac.ke](http://stms.kibu.ac.ke)) KIBU Blog ([discover.kibu.ac.ke](http://discover.kibu.ac.ke))
- ❖ Enhanced website functionality by integrating data collection forms, including Book Counseling Appointment and Request for Information forms for streamlining user interaction.

- ❖ Implemented web accessibility features to ensure inclusivity for users with disabilities, aligning with best practices.
- ❖ Knowledgeable on data protection regulations

## **ICT Software Technologist II (KIBU)**

**January 2015 – September 2021**

### **Responsibilities**

- ❖ Designed and developed internal and external web pages to create functional, user-friendly websites.
- ❖ Curated and uploaded relevant, high-quality content to ensure the website remains current and engaging.
- ❖ Optimized website responsiveness to enhance user experience and improve webometrics rankings.
- ❖ Monitored website performance and functionality using Google Analytics and Search Console to drive data-informed improvements.
- ❖ Managed and maintained university social media pages (Twitter, Facebook, LinkedIn) to boost online presence and engagement.
- ❖ Implemented robust measures to ensure website security and protect against potential threats.
- ❖ Installing software applications and modules
- ❖ Provided technical support to staff and students on ERP systems, email, and software-related issues, ensuring seamless user experiences.

### **Achievements**

- ❖ Proficient in webometrics ranking methodology and analysis, contributing to improved institutional visibility and performance.
- ❖ Successfully registered staff and student profiles on Google Scholar, ORCID, and ResearchGate, enhancing academic visibility and collaboration.
- ❖ Demonstrated expertise in utilizing Kibabii University's ERP system (ABNO Software) for efficient institutional operations.
- ❖ Played a key role through the ICT Directorate in supporting Kibabii University's ISO 9001:2015 recertification process.
- ❖ Knowledgeable in Information Security Management Systems (ISMS) ISO 27001:2013 standards, ensuring robust data security practices.
- ❖ Enhanced website functionality by integrating data collection forms for reporting corruption, complaints, and compliments, improving user engagement and feedback processes.

## **Other University Responsibilities**

- ❖ 19<sup>th</sup> March, 2025 appointment as a member of the publicity and entertainment sub-committee for the 10<sup>th</sup> graduation ceremony
- ❖ 19<sup>th</sup> July, 2025 appointment as a member of the publicity and entertainment sub-committee for the 9<sup>th</sup> graduation ceremony
- ❖ 7<sup>th</sup> February, 2022 appointment as a member of an ad-hoc tender opening committee
- ❖ 2<sup>nd</sup> November, 2021 appointment as a member of an ad-hoc tender opening committee
- ❖ 19<sup>th</sup> August, 2021 engagement as a member of Kibabii Electoral Commission (KEC)
- ❖ 4<sup>th</sup> October, 2021 appointment as a member of an ad-hoc tender opening committee
- ❖ 11<sup>th</sup> November, 2020 appointment as a member of an ad-hoc tender opening committee

## **Community Service**

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- ❖ 4<sup>th</sup> July, 2023 Financial support towards KIBU 6<sup>th</sup> International Conference
- ❖ 6<sup>th</sup> August, 2020 Voluntary salary cuts for COVID-19 Emergency Fund
- ❖ 24<sup>th</sup> July, 2019 Financial support towards KIBU 4<sup>th</sup> International Conference

## **Referees**

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Dr. Anselemo

Kibabii University

ICT Director

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