

CURRICULUM VITAE

PERSONAL DETAILS

Name: **Epalat Zakaria Oprong.**

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Date of birth: **12/05/1995**

Family Status: **Married**

Nationality: **Kenyan**

Languages: **Ateso, Kiswahili & English**

Gender: **Male**

Denomination: **Christian**

EDUCATION

2017 – 2018: Diploma in Criminology and Criminal Justice – Kibabii University.

2016 January - 2016 September Certificate in Criminology and Criminal Justice – Kibabii University

2013: Kenya Certificate of Secondary Education (KCSE) - Albert Ekirapa Secondary School.

2009: Kenya Certificate of Primary Education (KCPE) – Kaeset Primary School

EMPLOYMENT

- *1st February '2016 up-to-date - Security Assistant - Kibabii University – Turkana Learning Centre*

DUTIES AND RESPONSIBILITIES

- Understanding security operations within designated area
- Follow up on security lapses with relevant authorities for action
- Conducting regular spot-checking, raids, roving patrols and guard checks
- Solving of guards minor security problems

- Preparation of guards roster, and checking lists for use in the department
- Handling of Minor guards disciplinary cases
- Maintaining of records such as occurrence books, registers etc
- Do filing, typing and delivery of items
- Intelligence gathering
- 2014 January to 2015: BOG Teacher, Oburi K’ode Primary School
- 2013 December to 2015 February: Library Assistant – Kiwimbi Community Centre and Library, Amagoro

CONSULTANCY SERVICES

- *19th January, 2018 up-to date: Incharge of Security at Kibabii University – Turkana Learning Centre.*

DUTIES AND RESPONSIBILITIES

- Be incharge of all the security matters in the University
- Maintain Safety of Kibabii University staff and facility
- Reporting anything that poses a threat in the university to the management
- Keep log of all security issues
- Carry any other assignment by this office.
- Solving of guards security problems

2014 January to 2015 B.O.G Teacher (Oburi K’ode primary school).

DUTIES AND RESPONSIBILITIES

To be punctual and be available in the school during official working hours
 To comply with policies, standards, rules, regulations and procedures of the school
 To take precautions to protect school records, equipment, materials, and facilities
 To mark the class register
 To work collaboratively with other professionals and staff
 To plan and prepare appropriately the scheme of work
 To conduct assigned classes at the scheduled times
 To model a caring attitude and promote positive inter-personal relationship
 To demonstrate competence in classroom instruction
 To implement the designated curriculum completely and in due time
 To model honesty, fairness and ethical conduct
 To assign reasonable assignments and homework to pupils as per school rules
 To record and report timely the results of quizzes, assignments, mid- and end term exams

*2013 December to 2015: Librarian Assistant Kiwimbi Library and Community Centre
(Amagoro)*

DUTIES AND RESPONSIBILITIES

- Responds to in-person requests for information and research at a public Information/Reference Desk.
- Catalogs materials as required.
- Participates in the weeding and development of the Library's collections including recordings, audio books, reference and circulating books, videos and electronic and digital resources.
- May manage a Library-wide project such as chairperson of a selection committee, coordinator of the Young Adult Council, etc.
- Instructs the public in the use of Library resources including on-line and CD-ROM databases, indices, books, periodicals, etc.
- Responsible for the Library on evenings and Sundays in the absence of professional department heads.
- May train and supervise clerical, paraprofessional and subordinate professionals in specific tasks.
- May plan and conduct library tours, story hours, programs and community outreach.
- May develop bibliographies and flyers in conjunction with the graphics staff.
- Performs other duties as required.

BOARDS (MEMBERSHIP)

- Youths Coordinator, Kekalet ACK Parish Diocese of Katakwa
- Adopted member St Paul's ACK – Lodwar
- Chairperson of Sunday school – Kang'elemuge ACK

OTHERS

- Certificate in computer packages: i.e.
Word, Excel, Access, Power Point, Internet and E-mail and Adobe page maker
- Certificate in County Governance - Cambridge Universal College, Lodwar.
- Certificate of public administration – Cambridge Universal College, Lodwar

Hobbies:

- Reading.
- Travelling
- Listening to Music
- Making friends

PERSONAL PROFILE

- Highly motivated, competitive and eager
- Discipline, team player, ready to work under minimal supervision.
- Performance – self driven individual working with achievable goals.
- Enthusiastic, humble, energetic and quick to adapt to new environment

Referees:

Dr. Ekisa Tom
Senior Lecturer
Faculty of Science
Kibabii University
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Rev. Joshua Lemuya Lojok
Coordinator, Kibabii University – Turkana Learning Centre
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Resper Amulen
Headteacher, Oburi Ko'de Primary School
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