|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| JULIUS BUNDI | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
|  | P |  | +254112966688 |  | E |  | J38832431@gmail.com |  | A |  | 999-60200, KENYA | | |  | C |  | KENYA |
|  | | | | | | | | | | | | | | | | | | |
| Objective | | | | | | | | | | | |  |  | | | | | |
| Education | | | | | |
| I am a talented and enthusiastic IT professional; knowledgeable in Communication tools, Social Media, Spreadsheets, Word Processing and Desktop Publishing Tools, Presentation Tools, Computer Programming, Databases, and Graphic Design. I seek to secure an employment position that strives for organizational and personal development. | | | | | | | | | | | |  | Bachelor’s Degree in Information Technology, Meru University (2018-2022).  Diploma in Information Technology, Meru University (2014-2016). KEY SKILLS  * Connecting networks and servers * Repairing computer parts * Software and web development experience * Coding languages such as HTML, Python, and Java * Hardware and software troubleshooting * Programming and security * Content writing and translation * transcribing  AWARDS  * EMPLOYEE OF THE MONTH * LEADERSHIP AWARD * BEST PERFORMER AWARD | | | | | |
| Experience | | | | | | | | | | | |
| * Attachment at the Meru National Polytechnic (2016) * Internship at the Penda Health (2020) * Microsoft freelance jobs * Google AD editing jobs * IT Help Desk Support (2016 June - 2018 Feb) Hilton Garden Inn Nairobi Airport. | | | | | | | | | | | |
| * Reporting Analyst (2022 Aug - 2023 Feb) Litigation Operations, Inc. (contract).  Achievements | | | | | | | | | | | |
| In my previous position as the head of the IT department of Litigation Operations, Inc. I had the privilege of leading the IT team in implementing a new business-wide adoption of an enterprise personnel and accounting software solution. I led the research for the final product and worked with the program manager in the planning, coding, and implementation phases of the project. The software program was launched successfully, and the business saw gains in efficiency and cost savings. | | | | | | | | | | | |
| INTERESTS/HOBBIES | | | | | | | | | | | |
| Crossword puzzles, Travelling, Playing Scrabble. | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |