## Curriculum Vitae

# Okiyai Otieng' P.O BOX 1699-50200 Bungoma

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Career Objective: To become an exemplary informer, by searching for new knowledge and work diligently especially in the current information hitch era turning information into wealth

#### **Academic Qualifications**

JKUAT- MSc Computer Systems Moi University- BSc in Information Sciences

#### **Employment Profile**

August 2015 - Date Kibabii University

Senior Systems Library Asst. (Head ICT and Innovation)

- oManaging Library Systems(KOHA)
- o Administration of Anti-plagiarism software -Turnitin
- oWebometric Champion for the Library
- oManages datacard printers for staff and student I.D cards printing
- oMember of Library Management committee
- oCo-ordinate test & implementation of new systems
- o Documenting ICT-related issues in library
- oSupport of Library patrons with system troubleshooting
- oMaintaining Library website

August 2011 - July 2015 University of Eastern Africa Baraton

Assistant Librarian (Library Department)

- System maintenance
- Cataloguing
- Shelving
- Classification
- OPAC use
- Orientation 0

May 2011-July 2011 Mumias Sugar Company Internship

- Preventive Maintenance
- ICT asset audit
- Configuration of Nortel and Cisco switches 0
- Terminating network cables(CAT x cables)

- o Activation of network points
- Trouble Shooting

May2010-August 2010

University of Eastern Africa Baraton Internship-Library Department

- oOrganization of thoughts and ideas
- oData entry
- $\circ Classification \\$
- Cataloguing
- o Producing text to express key messages in articles
- o Delivering new intellectual capital into the World Wide Web's body of knowledge.
- oInternet writing
- oUsing Search Engine Optimization (SEO) techniques
- oMaintaining a high standard of readability and writing

#### Professional Association Membership

Member of CALA(Christian Association of Librarians in Africa)

#### **Publications**

Book Chapter on Current Trends in Social and Educational Development – A multi-Disciplinary Approach (Kibabii University)

### Leadership

- o Head ICT & Innovation Section KIBU library
- o Headed Library Staff rationalization committee

#### Workshop Facilitation

- o 2017 October. 13<sup>th</sup> Facilitated 3<sup>rd</sup> Annual Conference for Information Professional Workshop for Western Region
- $\circ~2016$  December  $2^{nd}\,$  Facilitated  $2^{nd}\,$  Annual Conference for Information Professional Workshop for Western Region
- o 2015 December 4<sup>th</sup> Facilitated 1<sup>st</sup> Annual Conference for Information Professional Workshop for Western Region

#### Skills

- o Programming (C, php, HTML ,Mysql)
- o I.D design and Printing
- o Report Generation
- o Information dissermination
- o Library software maintenance & Installation (KOHA,TLC, TINLIB, DSpace)
- o Computer Hardware and Software repair and maintenance.
- o Knowledge of Microsoft Operating System Computing
- o Knowledge of Linux Server Operating System Computing
- o Knowledge of MARC format
- o Customer care services.
- o Networking
- o Database design and implementation
- o Web Design (html, mysql Joomla and WordPress)
- o Cataloguing
- o Classification

o classification	·
Extra Curriculum Activities	
November 2018	Trained on repositories in the training for repository managers & ICT Persons by KLISC/EIFL at UoN
October 2018	Facilitated the $4^{\mathrm{th}}$ Annual conference for information profession held at Kibabii University
October 2017	Facilitated the $3^{\rm rd}$ Annual conference for information profession held at Kibabii University
April 2017	Undertook a short course on Certified Mendeley Librarian by Elsevier
April 2016	Co-authored a paper titled E-resources as a catalyst for Education in Institutions of higher learning in Kenya.
4 <sup>th</sup> Dec 2016	Paper presentation Titled E-resoucers in College/School Libraries-Kibabii University.
15 <sup>th</sup> -19 <sup>th</sup> AUG 2011	TLC system training-University of Eastern Africa Baraton.
22 <sup>nd</sup> -26 <sup>th</sup> JULY 2013	CALA conference at Milele Beach Hotel-Mombasa
16 <sup>TH</sup> NOV 2007	Disaster Preparedness and Management Training - Moi University.