

CURRICULUM VITAE

PERSONAL DETAILS

NAME: Eunice Sungu Aywa

ADDRESS: Masinde Muliro University of Science and Technology,
P.O. Box 190, 50100 – Kakamega, Kenya

Email: eaywa@mmust.ac.ke

Professional qualification

2018: Bachelor in Library and Information Science (BLIS), Kenyatta University, Nairobi, Kenya.

2010: Higher National Diploma in Library and information management (HND), Sigalagala Polytechnic, Nairobi, Kenya

2005: Proficiency in Computer Application, MMUST Kenya

2003: Diploma in Library and information studies Sigalagala Polytechnic, Nairobi, Kenya

WORK EXPERIENCE:

2018 – To date: Senior Library Assistant grade VIII, University Library, Masinde Muliro University of Science and Technology, Kakamega

2011 – To 2018: Library assistant grade VI University Library, University Library, Masinde Muliro University of Science and Technology, Kakamega

2006 – To 2011: Library attendant grade III , University Library, University Library, Masinde Muliro University of Science and Technology, Kakamega.

KEY SKILLS:

- Proficiency in word processing, office software applications, Microsoft Word, Excel, Access, Explorer, Outlook, PowerPoint, Publisher, Windows 95/98/XP Operating Systems and Photoshop
- Proficiency in Integrated Library Management System (KOHA) and Electronic Document Management System (EDMS).
- Outstanding ability to complete repetitive tasks accurately and efficiently
- Exceptional organizational skills and ability to multi-task
- Ability to adapt with openness to learning.
- Good written or oral communication skills and interpersonal skills
- Problem solving skills and ability to work as part of a team

SEMINARS AND WORKSHOPS ATTENDED:

- Training on Performance Contracting (2015)
- Quality Management Systems (ISO 9001-2008);
- KOHA Library Management System;
- Gender Sensitization Workshop;
- International Network for the availability of Scientific Publication (INASP);
- Performance Enhancement Workshop;
- Team Building and E-learning Workshop;
- Records Management Capacity Building Workshop;
- Mandarin Library Management Software Seminar;
- University community work; Telephone Handling Skills;
- Quality Customer Care;
- Public Relations Skills;
- Motivation through communication course;
- Communication Skills.

PROFESSIONAL MEMBERSHIP:

- Kenya Library Association (KLA)