

CONTACT

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Sore Drive, Sonia Lane,
Nairobi

<https://jokeymike.wordpress.com>

EDUCATION

01/17 - 08/20

KABARAK UNIVERSITY

- Bachelor of science in Information Technology

CAMBRIDGE UNIVERSITY
(KENYA)

- Computer packages and training

10/08 - 12/12

FRIENDS SCHOOL KAMUSINGA

- Highschool Education
- Grade U - Grade 12

0C/04 - 14/07

GILGIL HILLS ACADEMY

- Highschool Education
- Grade C - Grade 8

12/UU - 21/04

GREENFIELDS SCHOOLS

- Primary Education
- Grade 1 - Grade 5

KEY SKILLS

- First-aid certified
- CPR trained
- Monitoring and Evaluation
- Project Management
- Speech Writing
- Network Administrator
- IT Support
- Data Management
- Customer Service
- Team Management
- Time Management
- Attention to Detail

GEORGE KIPCHUMBA KIMTAI

PROFILE

Ambitious and results-driven professional with a passion for leveraging technology, data, and collaboration to drive business outcomes. With a strong background in administration, IT, and project management, I possess a unique ability to analyze complex problems, develop creative solutions, and implement effective strategies that drive growth, improve efficiency, and enhance customer satisfaction.

My objective is to leverage my skills and experience in administration, research, and IT to secure a challenging role that utilizes my strengths in supporting colleagues and senior executives, and contributing to the growth and success of the organization.

WORK EXPERIENCE

- SPORTRADAR** 05/23 - PRESENT
Sports Data Journalist
Roles and Responsibilities
 - Entered and managed sports data, ensuring accuracy and attention to detail
 - Analyzed live sports matches, noting key actions and providing insights for clients
 - Developed and maintained relationships with clients, providing excellent customer service and support
- DOLPHIN FARM - KIPSING'ORI** 07/20 - 12/23
Farm Manager & Supervisor
Roles and Responsibilities
 - Managed farm equipment storage and maintenance, ensuring optimal functionality and minimizing downtime
 - Supervised and paid workers, providing guidance and support to ensure efficient operations
 - Created work plans for farming seasons, ensuring timely and effective execution of tasks
 - Organized safety and health procedures, maintaining a safe working environment for all employees
- ATLANTIC INTERNATIONAL UNIVERSITY** 03/20 - 02/21
Admissions Counselor
Roles and Responsibilities
 - Called international prospective students, providing information and support throughout the admission process
 - Assisted prospects with the admission process, ensuring timely and effective completion of applications
 - Created payment plans for students with limited income, providing flexible and affordable options
 - Managed student accounts, ensuring accurate and up-to-date records

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GEORGE KIPCHUMBA KIMTAI

WORK EXPERIENCE

THE NAIROBI HOSPITAL

11/13 - 12/13

Ward Intern (ICT)

Roles and Responsibilities

- Handled patient information, maintaining confidentiality and ensuring accurate records
- Assisted in ward rounds with a professional, providing support and guidance as needed
- Managed meal plans for patients, ensuring timely and effective delivery of meals
- Maintained data management systems, ensuring accurate and up-to-date records

AMREF KENYA

07/13 - 11/13

Office Intern

Roles and Responsibilities

- Managed incoming calls and messages, providing excellent customer service and support
- Provided support to clients, responding to inquiries and resolving issues in a timely and professional manner

KENYA SEED COMPANY LTD

06/13 - 07/13

ICT Intern & Administrator

Roles and Responsibilities

- Upgraded systems and installed new OS, ensuring optimal performance and security
- Administered networks, performing troubleshooting and maintenance tasks as needed
- Replaced and repaired computer hardware, minimizing downtime and ensuring efficient operations

ACCOMPLISHMENTS

- Business owner and Manager
- Built and nurtured key client relationships to grow profit by 20%
- Streamlined workflow by consolidating lengthy processes and redundant documentation
- Oversaw program to reduce paper waste, resulting in Ksh 170,000 savings per year
- Improved client reviews by successfully handling customer complaints and implementing monthly staff training
- Worked directly with senior leadership to develop and administer Ksh2,500,000-per year department budget
- Planned and coordinated team projects resulting in increased productivity

REFERENCES

Andrew Wanyonyi

Ministry of Devolution
0740 183 299

Annah Seroney

Trans-Nzoia County
Government
0723 206 770