

Ray Micah Olwanda

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Summary:

I am a committed and self-driven individual with hands-on experience in the fields highlighted below:

- Accounting
- Data entry
- Environmental conservation
- Natural resource management
- Human resource & Customer service
- SEO content writing
- Landscape design & Maintenance

IT Expertise:

- Arch Cad
- Java
- QuickBooks
- Sage
- Atlantis
- Piranesi
- Windows (all versions)
- MS Word
- MS Excel
- MS Power Point
- MS Access
- MS Publisher
- Internet proficient
- Software Troubleshooting
- Hardware Maintenance

Additional Skills:

- Excellent Communication
- Ethical: honest, trustworthy
- Team player
- Motivator
- Speak 3 languages
 - o English
 - o Swahili
 - o Dholuo

Interests and Hobbies:

- Reading Business Journals
- Watching and playing Rugby
- Photography

Education

Jomo Kenyatta University of Agriculture & Technology – Nairobi, Kenya Graduated: 2012

- Bachelor of Science Degree

KCA University, Kisumu, Kenya 07/07 to 12/07

- Certified Public Accountant-Kenya (CPA Part 1 Sec1)

Courses Covered

- Introduction to Law (Pass)
- Financial Accounting (Referred)
- Economics (Pass)
- Computerized Accounting Certificate 07/13 to 09/13
 - QuickBooks (Pass)
 - Sage (Pass)
- Programming Language Certificate
 - Java

Employment History

SEO Content Developer & Data Entry 08/13 to date

Brain Technosys Pvt. Ltd. - Noida, India

Contributes topics posted on various websites, tracks SEO articles submitted by firm's writers.

▪ Key Duties & Responsibilities

- Comes up with topics for articles to be written on given fields and allocates them to writers on Google spreadsheet.
- Tracks the articles written by writers, and developing excel spreadsheets with their payment details
- Assesses the website structures and keyword densities of the phrases used by client companies
- Researches on the keywords that will make our client companies' websites and contents appear among the first on the various search engines

▪ Honors

- Was honored as the most valuable part-time employee for the year ending December 2013.

Landscape Designer 01/12 to 11/13

Kensworth Innovator - Nairobi, Kenya

Developing Arch cad plans for landscape design projects, cost analysis and estimation & maintaining records of scheduled work and pre-payments and expected payments

▪ Key Duties & Responsibilities

- Conducted site analysis and recorded the findings using Microsoft Word and Excel
- Designed Arch Cad presentations for landscape design projects
- Came up with quotations and cost estimates in Excel.
- Developed PowerPoint presentations of completed works for marketing purposes

▪ Achievement

- Was part of the group that completed the highest number of projects in the year 2012.

Environmental conservation intern. 01/11 to 4/11

World Agroforestry Center (ICRAF) - Kisumu, Kenya

- An intern from the University on a mandatory field attachment course

▪ Key Duties & Responsibilities

- Collected data on environmental & climatic elements and recorded the data using Excel and Word
- Supported research scientists; maintained research databases, analyzed data, developed graphs and charts to show the variations in climatic elements/aspects
- Supported preparation of monthly reports to be submitted to the Head office
- Participated in field studies to analyses variations in environmental and climatic elements in the Western Kenya region.
- Prepared PowerPoint presentations for depicting the effects of climate change and environmental degradation.