

BEE MAY ERIC

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ICT/COMPUTER TUTOR

BIO DATA

GENDER: Male

DATE OF BIRTH: 12 May 1979

NATIONALITY: Kenyan

MARITAL STATUS: Married

SKILLS

- Leadership & Team Skills
- Skills leadership in
- Project Management and Project Team Leadership
- Technology Consulting
- Business Development
- Training, and
- Client Management
- Excellent communication and people skills and a good team player.
- DATA ENTRY

LANGUAGE SKILLS: ENGLISH; SWAHILI:

- fluent both written and spoken

TECHNICAL SKILLS

- Computer Software and Hardware maintenance
- Media - Adobe CS (Photoshop, In Design), CorelDraw
- **MS OFFICE,(INTRODUCTION TO COMPUTERS, MS WINDOWS, MS WORD, MS EXCEL,MS ACCESS, MS POWERPOINT, MS PUBLISHER, MS OUTLOOK,ADOBE PAGEMAKER)**

WORK EXPERIENCE

➤ ICT TEACHER

- **DAN HILL SECONDARY ACADEMY**
- **BETHANY CHRISTIAN COLLEGE**
- **UNITY COLLEGE OF PROFESSIONAL STUDIES**
- **BLAISE INSTITUTE OF TECHNOLOGY**

DUTIES:

- Plan and deliver lessons as per curriculum, incorporating interactive activities where possible
- Supervise computer based projects
- Collaborate with other teachers to allow technology in all classrooms
- Strengthening the IT infrastructure through to implementing new technologies.
- Acted as liaison to related areas such as information services
- Maintain database record for all trainees in my classes including attendance & performance
- Conducted Computer Repairs, seminar Presentations and Data security and protection act in the institution.

- Seek and analyze competitor marketing and sales materials both on and offline
- Enter contact information into contact management systems
- Provide support to social media efforts
- Administrative and Support roles

KEY ACCOMPLISHMENTS

- Enhanced overall class performance by 30% through implementation of on the mark instruction strategies
- Introduced new courses & prepared course objectives and outlines for the new courses.
- Provided a variety of planned learning experience using a variety of planned learning methods in order to motivate students
- Maintained professional competence in the subject area and currency in instructional methodologies through professional associations and professional development
- Coached a group of 20+ language teachers in Pc skills

EDUCATION

Academic History

- **Diploma in information Technology (D I.T)** Kisumu polytechnic university college – Credit Pass. 2007
- **Kenya Certificate of Secondary Education (KCSE)** - Grade C-, GETAARI HIGH SCHOOL, 1998
- **Kenya Certificate of Primary Education (KCPE)** - 336/400 marks –KAGILO PRIMARY SCHOOL; 1994

EMPLOYMENT RECORD

OTHER EMPLOYMENT SUMMARY

- **JAN 2015 TODATE ICT TRAINING-BLAISE INSTITUTE OF TECHNOLOGY (Nairobi, KENYA)**
- **MAY2008-DEC2012 ICT TRAINING –BETHANY CHRISTIAN COLLEGE (Nairobi, KENYA)**
MICROSOFT OFFICE TRAINER (INFORMATION TECHNOLOGY)
(IT staff – Technical, Staff) (Nairobi, KENYA)
- **JAN 2004-DEC 2007-ICT TRAINER-UNITY COLLEGE OF PROFESSIONAL STUDIES**
(IT staff – Technical, Staff) (Nairobi, KENYA)
- **MARCH 2003-NOV 2005 SECURITY OFFICER (COURIER DEPARTMENT) G4S**
(KISUMU, KENYA)
- **JUNE 2001-APRIL 2002 COMPUTER STUDIES TEACHER (DAN HILL ACADEMY)**
 - **(IT staff – Technical, Staff.)**

INTERNSHIPS

June-July 2008

Engineering Intern

SONY SUGAR COMPANY Ltd (Nairobi, KENYA)

- Duties & Responsibilities: involved in installation of network system as well as trouble shooting and monitoring the systems
- **PERFORMING DATA ENTRY**

INTERESTS

- **HOBBIES:** Watching, Soccer, Hiking.
- **GETAARI HIGH SCHOOL:** Treasurer, *School Choir*; Member, *science club*

REFEREES

1. MR. DAN OGEDHO,

Director DAN HILL ACADEMY,
P. O. Box 500, OYUGIS, KENYA.
Tel: +254 722627110

2. MRS. FLORENCE OTIENO,

ADMINISTRATOR.BLAISE INSTITUTE OF
TECHNOLOGY
P.O. Box 4157, NAIROBI, KENYA.
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3. MR, ANDELE JOSEPH

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