

LIZA NYAMBURA NDURUHU

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Nairobi, Kenya

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CERTIFICATIONS

ALX 2025 & 2024

- Virtual Assistant
- AI Career Essentials

MEMOI AFRICA 2024

- Blockchain Basics for Web3 Development

CISCO 2024 & 2023

- NDG Linux Essentials
- Computer Networks

INTEL COLLEGE 2022

- Computer Essentials(ICDL)

EDUCATION

2022 - Present

DEDAN KIMATHI UNIVERSITY

- Bachelor of Science in Information Technology

2018 - 2022

KARIMA GIRLS HIGH SCHOOL

- Kenya Certificate of Secondary Education(KCSE)

SKILLS

- IT Support & Troubleshooting
- Computer Networking
- Web Development
- Python Programming (basics)
- Version Control
- Time Management
- Command-Line Proficiency

REFEREES

MISS GETRUDE ASANGO

Senior ICT Officer - Milimani Law Courts

+254721612100

PROFILE SUMMARY

Detail-oriented and adaptable IT student with hands-on experience in web development, networking, and IT support, eager to specialize in cybersecurity. Actively pursuing knowledge in the field through hands-on learning and platforms like Cisco. Driven to build a strong foundation in securing digital systems and contributing to a safer digital world.

WORK EXPERIENCE

Virtual Assistant (Training-based Projects & Volunteer Tasks)

FEB 2025 - PRESENT

Remote

- Executed calendar and inbox management tasks for peers and mentors as part of VA certification training, achieving a 100% on-time response rate across mock assignments.
- Planned and coordinated virtual meetings and events using Google Calendar and Zoom, reducing scheduling conflicts by 90% in group projects.
- Conducted online research and compiled data-driven reports in Google Sheets, leading to improved task planning and decision-making in mock client scenarios.

Technical Support Attaché

FEB 2025 - MAY 2025

Judiciary - Milimani Law Courts, Nairobi

- Supported 100+ staff with daily IT issues, ensuring minimal downtime.
- Helped configure 10+ LAN/Wi-Fi access points and troubleshoot network issues.
- Trained 50+ users on e-filing systems, improving adoption and reducing support needs.

Student Attaché

JAN 2024 - APR 2024

Dedan Kimathi University of Technology (DeKUT), Nyeri

- Crimped and tested over 50 Ethernet cables, configured IP settings, and performed connectivity diagnostics.
- Co-developed a web-based travel platform prototype, focusing on front-end design and core features within 8 weeks.