

MARK BLAIR OYUGI

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www.linkedin.com/in/blairoyugi

EDUCATION

- **Meru University of Science and Technology, Kenya** 2022
Bachelor of Science in Information Technology
Coursework: Basic Electronics, Data Structures, DBMS, Design and Analysis of Algorithms, Innovation and Technology Transfer, Operating Systems, Principles of Economics, Programming

WORK EXPERIENCE

- **Data Associate, [*At the Heart of a Woman*](#), Nairobi, Kenya (Hybrid)** August 2024 – Present
An NGO focused on combating poverty, inequality and injustice by empowering girls and developing women's leadership.
 - Tasked with the development, setup and maintenance of the organization's website, and the setting up and maintaining the organization's business email.
 - Tasked with oversight of acquiring qualitative data of the beneficiaries, managing, analysing and interpreting captured data; whilst ensuring compliance with safeguarding privacy, and informed consent policies when photographing and/or recording beneficiaries as well as maintaining and updating the databases for stakeholders and decision making.
 - Tasked with IT governance and implementing data privacy and security, as per the policies put in place organizationally and legally.
 - Overseeing the social media setup, digital image presence and maintaining the social media platforms, contributing creative direction to strengthen ATHOW's visual identity and storytelling impact.
 - Providing administrative support, including document formatting, budget drawing, publications, and digital filing, drafting and proofreading communications, presentations, and reports, conducting light research and compiling data for proposals or beneficiaries' deliverables.
 - Supporting invoicing, expense tracking, and basic financial administration.
 - Capturing high-quality photographs that document ATHOW programs, events, and community activities, producing ethical and compelling visual stories that highlight impact while respecting dignity, consent, and safeguarding standards, while managing and organizing ATHOW's photo archives and data for easy access and long-term use; collaborating with teams to align visual content with ATHOW's mission and campaigns.
- **IT Consultant and Support, Peniel, Nairobi, Kenya (Hybrid)** November 2023 – November 2025
Peniel is your one-stop go-to station for cyber services and ICT consultations and IT support for a range of services.
 - Tasked with office operations.
 - Oversaw IT governance and management of computer networks.
 - Tasked with the tuition of Computer Packages students.
 - Offering consultancy on Information systems, cyber security, online government and non-government services.
 - Tasked with procuring computer components and software for clients and organization.
 - Spearheaded computer hardware and software repair and maintenance.
 - Tasked with safeguarding client data and data protection.

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- **Network Administrator, Weconnect, Meru, Kenya (Hybrid)** **August 2022 – May 2023**

Weconnect is a network provider that allows users access to an unlimited internet connection.

- Tasked with the establishment and setting up of the network and its implementations, monitoring, and managing the network.
- Drew organization budget for purchase of hardware and software and their complimentary components.
- Tasked with router configurations.
- Procured network components and software.
- Responded to client feedback, resolving complaints and implementing relevant suggestions for customer satisfaction.
- Tasked with safeguarding client data and data protection.

- **Lab Technologist, MUST, Meru, Kenya (Hybrid)** **January 2023 – May 2023**

A World Class University of Excellence in Science and Technology Meru University of Science and Technology (MUST) is strategically positioned to train and transfer technological skills to play a leading role in providing manpower to contribute towards the emerging demands in various industries.

- Tasked with software installations in the institution's devices.
- Procured and acquired gadget components and software for students' resource materials.
- Oversaw data collection and acquisition as well as tasked with data entry.
- Configured software and hardware to achieve compatibility if not synchronicity.
- Oversaw network administration and repaired the lab computer networks and the students' devices.
- Tasked with the tutelage of students.

- **Web Developer, Manyota Limited, Nairobi, Kenya (Remote)** **2022**

Manyota Limited provides in-depth management and supervision of all of its projects, with hands-on involvement by the company's principles and project supervisors from start to finish.

- Spearheaded the development and implementation of the organization's website as my final year project.
- Designed and implemented the website, developing and establishing the site's database.
- Tasked with the logo design using Adobe illustrator.
- Researched industry systems and implementations and developed a custom system - languages employed: HTML, CSS, and Javascript for smooth user experience, and, PHP, MySQL for database management.

- **Content Developer & Content strategist, [Afrika in Time](#), Nairobi, Kenya**

March 2020 (Seasonal)

Afrika in Time is a gift store with an online presence offering bespoke cultural fashion accessories.

- Serve as the primary point of contact for valued customers, addressing their inquiries, concerns, and requests via various communication channels.
- Tasked with compiling customer feedback for management as well as customer satisfaction and retention whilst communicating with clients and potential customers and partners creating content published on the website still aligning visual content with AIT's mission and campaigns, producing ethical and compelling visual stories that highlight products and services while respecting dignity, consent, and safeguarding standards.

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- Capturing high-quality photographs that document AIT programs, events, and community activities, editing, curating, and preparing images to meet branding guidelines and publication requirements and managing and organizing AIT's photo archives and data for easy access and long-term use.
- Delegate product and model photography and picture editing, and maintaining photography equipment and preparing for both field and studio assignments.
- Overseeing recruitment of fashion models and, their publications and contributing creative direction to strengthen AIT's visual identity and storytelling impact.

- **Webmaster, Truthbleads, Nairobi, Kenya**

June 2019 – July 2021

Based primarily on working on self, Truthbleads was an online resource providing creatives and visionaries as well as proofreaders, with tools to augment - their ideas - and progress themselves a step or 2 closer to their attainable potential, through pragmatic and instructive albeit cautionary properties on innovation, character, leadership and values.

- Served as a webmaster and web administrator for their website, providing web design services for their layout and graphics, while regularly keeping and managing data backups.
- Wrote, edited, and published written articles on schedules.
- Drove traffic to their website by validating and optimizing their SEO.
- Responded to clients as well as complied with their feedback for management.

REFEREES

Available upon request.