

OBJECTIVE: To provide support services to Non-Government Organizations in the field of Community Economic Development.

EXPERIENCE: **UNITED NATIONS CRIMINAL TRIBUNAL FOR RWANDA, Tanzania**
Document Assistant – Judicial Records & Archives 2000-Present

- Responsible for all United Nations incoming judicial records; receiving, numbering, filing, indexing and scanning.
- Responsible for entering metadata of the scanned documents into Electronic Record Keeping System (TRIM).
- Oversee the accurate, effective and timely service of all filed judicial documents.
- Manage sorting and arranging of all incoming judicial records.
- Responsible for attending to judicial records and archives unity users.
- Assist the TRIM LAN Administrator with maintenance of the electronic databases and record keeping systems.
- Assist in the long term preservation of ICTR judicial records.
- Assist with the timely provisioning of electronic records to relevant parties.
- Assist with the JRAU Trust Fund Projects on deposition of materials to third party archives.

SCHOOL OF LIBRARY ARCHIVES & DOCUMENTATION, Tanzania
Tutor Librarian 1998-2000

- Responsible for teaching undergraduate students in several key areas; Records Management; Exploitation of Non-Book Materials; Introduction to Computers; Preservation and Conservation of Information Materials; Collection Development.
- Responsible for overseeing students on all library research.
- Supervised student examinations and grading papers.

SKILLS: **AREAS OF COMPETENCE**

- Microsoft Applications such as MS-Access, MS-Word, MS-Excel, MS PowerPoint, MS Publisher, MS-DOS, WordPerfect, Office 2000 Professional, Database creation using SQL and Internet.
- Competent in the use of Tower Record and Information Management (TRIM); Computerized Documentation System Integrated set of Information Systems CDS/ISIS (Databases).

EDUCATION: **SOUTHERN NEW HAMPSHIRE UNIVERSITY** – New Hampshire, USA
Masters in Community Economic Development – September 2007
MAKERERE UNIVERSITY – Kampala, Uganda
Bachelor of Library and Information Science - May 1998