

CURRICULUM VITAE

PERSONAL DATA

Names: Naluyimba Edith
Nationality: Ugandan
Gender: Female
Date of Birth: 3rd/06/1987
Marital Status: Married
District: Wakiso
Profession: Information Scientist
E-mail: edithnaluyimba@yahoo.com
Tel: 0706520764/0775850629
Country of Residence: Uganda

ACADEMIC AND PROFESSIONAL QUALIFICATION

Bachelor of Library and Information Science (Lower Second Division)
Master of Science in Information Science

EDUCATIONAL BACKGROUND

PERIOD SCHOOL/INSTITUTION AWARD

NO.	PERIOD	SCHOOL/INSTITUTE	AWARD
1.	2013-2018	Makerere University Kampala	Master of Science in Information Science (MSc.Inf. Sc)
2.	2008-2011	Makerere University Kampala BLIS (Lower Second Division)	Bachelor of Library and Information Science (Lower Division)
3.	2006-2007	Katiikamu SDA Sec School	UACE
4.	2002-2005	St. Josephs Girls Nsambya ss	UCE

RESEARCH UNDERTAKEN

Record management in support of service delivery; a case study at Nabweru Sub County (ongoing)

Role of print Media in promoting current awareness; a case study of New Vision Publishing Company.

EMPLOYMENT RECORD AND EXPERIENCE

2020 to date Uganda Technology And Management University-School Registrar

At this University, the following are my duties

- Processing students testimonials
- Processing students results and present them to the board
- Secretariat to department and school board
- Student's supervisory activities
- Course allocation tasks
- Records management
- Graduating students in the system
- In other wards am in charge of the school of computing and Engineering academic activities

2015 to 2019 Makerere University-Administrative Assistant

At Makerere University, the following are my duties

- Receiving of results and preparing them for students to view
- Preparing students for graduation in IT and IS departments
- Handling students complaints
- Loading results in the RMS results system
- Preparing students results for both school and college board
- Processing graduation lists
- Printing of students' testimonials

- Attending meetings and preparing minutes
- Any other as the college Registrar may instruct me

2011-SEPT to 2014- Atomic Energy Council-Records officer

At Atomic Energy Council, have managed to execute the following responsibilities and activities,

I supervised a trainee in records department at Atomic Energy Council.

I was able to design Atomic Energy Council Records Management procedures and they are actively referred to, and these are in relation to file opening, file retrieval, file closure and also matters on how a file is returned to records office action officers.

The records office also managed to draft a Records Management policy which is now under discussion. On addition to that, records office is also drafting a records disposal schedule which is about to be completed and its spear head by me.

Besides that, the following activities and duties are executed in the records office where I currently work and as per my job description,

- Build up and control all officially registered files and other documentation in my care so that they can be produced quickly by means of effective indexing classification tracking procedures.
- Provide storage repository and reference services for all officially registered files and other documentation.
- Maintain and control of files and records by ensuring they are circulated and distributed in accordance with access policies.
- Revise the existing files and their series and recommend modifications to the filing system in order to maintain a system compatible with user needs.

January-August 2010 MB Cleaning Services Ltd- Secretary

While at MB Cleaning Services Ltd, i performed the following activities,

- Receiving of documents and reports from both internal and external correspondence
- Receiving of tenders and submitting them for consideration
- Attending to issues and referring them to the respective officer to be handled.
- Typing organization memos and other activities in that line.

With the above responsibilities and activities executed, it is proved that I have 3years experience Records Management related matters as the field of specialty.

LIFE LONG ASPIRATIONS

Helper and of the unprivileged people, gender quality advocator, youth and family counselor, Research and Information Management Specialist.

CERFICATION

I, certify to the best of my knowledge and belief, that the information given is correct

REFEREES

1.Prof.Okello C.Obura

Dean, East African School of Library
and Information Science (EASLIS)

Makerere University

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E-mail address: obura2007@gmail.com

2. Mr. Patrick Feni

Principal Registrar-College of Computing and
Information Science Makerere University

3. Ms.Wandira Linda

Administrator Makerere University

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