

CURRICULUM VITAE

Name	ISEMAGHENDERA ALEX
Home Address	Makerere University, College of Education and External Studies, P. O. Box 7062, Kampala, Uganda
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Citizenship	UGANDAN
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EDUCATION AND TRAINING

• Dates	2014 -To- 2016
• Name and type of organization providing education and training	Amity University, India
• Title of qualification awarded	Master of Business Administration – International Business

• Dates	2003 – 2007
• Name and type of organization providing education and training	UGANDA CHRISTIAN UNIVERSITY
• Title of qualification awarded	Bachelors of Science in Information Technology (BSc.IT)

• Dates	1997 – 1998
• Name and type of organization providing education and training	Advanced level ('A' level) Saad Memorial Secondary School in Kasese District
• Title of qualification awarded	Uganda Advanced Certificate of Education

• Dates	1993-1996
• Name and type of organization providing education and training	Ordinary Level ('O' Level) Saad Memorial Secondary School in Kasese District
• Title of qualification awarded	Uganda Certificate Of Education

• Dates	1985 -1992
• Name and type of organization providing education and training	Primary School Kinyamaseke Primary School in Kasese District
• Title of qualification awarded	Primary Leaving Examinations

SKILL SET

• Operating Systems	Windows Operating Systems, UNIX/Linux
• Programming languages	C, C++, Java, shell programming/scripting, PHP and HTML
platforms	Oracle, SQL Plus, MYSQL, MS Access, SPSS, EXCEL, Epi Info
Tools	Netbeans, Oracle Express Edition, Visual studio, macro Dreamweaver, Drupal CMS

EMPLOYMENT HIGHLIGHTS

Company	Position	Period
College of Education and External Studies, Makerere University	Acting, Communication officer	December 2016 - to - Date
College of Education and External Studies, Makerere University	Web Administrator	2011 UP-TO - DATE
Pearl Eco Safaris Limited	IT and Data Manager.	2009 – 2010
Gemrock Networks Limited	IT Support Assistant.	2007 – 2008

WORK EXPERIENCE

• Dates	NOVEMBER 2016 UP-TO-DATE
• Name and address	Makerere University, College of Education and External Studies, P. O. Box 7062, Kampala, Uganda
• Type of business or sector	Education
• position held	Acting, Communication Officer
• Main activities and responsibilities	<p>Main activities and responsibilities</p> <ul style="list-style-type: none"> • Implementing and monitoring the Communication Strategy and communication plans to promote the visibility of the College of Education and External Studies (CEES). • Coordinating the promotion of achievements, innovations, academic programmes, services

	<p>through various internal and external channels to enhance the College's profile.</p> <ul style="list-style-type: none"> • Implementing media relation strategies including liaising with the media, and advertising to raise awareness of project achievements, drive business and enhance the profile of the College. • Web content development and managing information contributed to the College website, and ensuring that the website (www.cees.mak.ac.ug) is regularly updated • Managing the College's social media platforms: Facebook, Twitter and LinkedIn and responding to client queries and feedback. • Coordinating the organization of stakeholder and media events such as conferences, workshops, exhibitions and any other special events. • Developing and managing the Communication Office budget. • Preparing speeches for the Chancellor, Vice Chancellor, Government Ministers and the Principal, preparing talking points, presentations and rapporteurship for College and University events. • Moderating the College webmail email list. • Compiling quarterly reports and annual reports to the Principal and University Public Relations Office on the activities undertaken at the College. <p>Skills attained</p> <ul style="list-style-type: none"> ➤ Effective communication, writing and reporting skills ➤ Working as a team ➤ Skills in working with a minimum supervision ➤ Working on line
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• Dates	NOVEMBER 2011 UP - TO - DATE
• Name and address	Makerere University, College of Education and External Studies, P. O. Box 7062, Kampala, Uganda
• Type of business or sector	Education
• position held	Web Administrator

<p>• Main activities and responsibilities</p>	<p>Main activities and responsibilities</p> <ul style="list-style-type: none"> ➤ Implement web related policies and procedures as issued by DICTS and / or the University Public Relations Office ➤ Design, management and regular update of the college website in accordance with the university's Identity guidelines ➤ Production of templates and the design of the College website in coordination with the college Communication Officer ➤ Keeping abreast of development in the social media and incorporating these within the college website ➤ Administration of access level and access levels to the college website ➤ Constantly liaise with the university public relations Office in the execution of the above duties ➤ Perform any other related duties as may be assigned by the college communication Officer <p>Accomplishments</p> <ul style="list-style-type: none"> • College Website development and managing information contributed to the College website, establishing template formats and ensuring that the website (www.cees.mak.ac.ug) is regularly updated and statistics are collated using google Analytics. • Administration of the College's online communications that is, website and social media channels (Facebook, Twitter, LinkedIn) which have increased website traffic and social engagement through online activity and improved the College's visibility locally and internationally • Strategically rebranded the College of Education and External Studies, developing academic and non teaching staff with templates, branded elements to reinvigorate engagement and excitement around change from Faculty to Collegiate system.
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	<ul style="list-style-type: none"> • Development of Project Websites (setting up website, uploading editing reports, edited a magazine) to the Distance Education Leapfrogging project funded by a Norwegian Government Grant. • Development of International Conference websites to increased partner, stakeholder and participant awareness • Working with the communication officer Provided <p>Skills attained</p> <ul style="list-style-type: none"> ➤ Web Administration Skills ➤ Working with Content Management Skill (Drupal CMS) ➤ Information Systems design ➤ Skills in working with a minimum supervision ➤ Working on line ➤ Working as a group
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• Dates	NOVEMBER 2009 - 2010 MAY
• Name and address	Pearl Eco Safaris Limited, Mobile: +256 772644626
• Type of business or sector	Tour and Travel company
• position held	IT and Data Manager.
• Main activities and responsibilities	<p>Main activities and responsibilities</p> <ul style="list-style-type: none"> ➤ website development, creating and maintaining Database ➤ Designing online Inquiry Information Systems and Booking Systems ➤ Answering technical queries, Software installations, responsibility for security, Keeping network up and running (LAN), ➤ Computer organization and architecture (repair and maintenance),

	<ul style="list-style-type: none"> ➤ Troubleshooting, modifying user account information, helping users to access Internet, ➤ Virus monitoring and Scanning, Procurement of IT hardware and Software. <p>Skills Attained</p> <ul style="list-style-type: none"> ➤ Website development skills ➤ Internet Technologies ➤ Information Systems design (Online Booking System) ➤ Hardware repair and maintenance ➤ Networking (Data network and communication) ➤ System Administration
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• Dates	2007 - 2008
• Name and address	Gemrock Networks Limited, P. O. Box 25849, Kampala, Uganda.
• Type of business or sector	Networking Business
• Occupation or position held	IT Support Assistant.
• Main activities and responsibilities	<ul style="list-style-type: none"> ➤ Answering technical queries ➤ Performing backups of data, ➤ Maintaining Database, Business Continuity and disaster recovery plans, ➤ Computer /hardware repair and maintenance ➤ Networking and troubleshooting, Morning checks of systems/ software, Adding /deleting/ modifying user account information, resetting passwords, etc, ➤ Applying operating systems updates and configuration changes, Installing and configuring new hard ware/software, ➤ Answering technical queries, ➤ Responsibility for security, Keeping the network up and Running, System performance tuning. ➤ Virus Monitoring and scanning, helping user to access internet, Staff training on how to use new

	software and hardware
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• Dates	2005 (June-November)
• Name and address	Uganda Christian University (Uganda Christian University Computing Services), P. O. Box 4, Mukono, Uganda
• Type of business or sector	Provision of Education
• Occupation or position held	Industrial Training
• Main activities and Skills attained	<p>Networking and website development (I was among the team that updated Uganda Christian University website in 2005).</p> <p>Website development activities included</p> <ul style="list-style-type: none"> ➤ Collecting data from faculties as a team ➤ Meeting Deans of faculties and Heads of Departments on what information to be uploaded on the University website ➤ Documenting/writing down data that was collected from faculties in Microsoft word ➤ Writing HTML code in Dreamweaver and PHP in designing web pages

• Dates	2004 (May - August)
• Name and address	Rakai healthy Services, P.O. Box 49, Entebbe, Uganda
• Type of business or sector	Healthy services
• Occupation or position held	Trainee in my first year vacation
• Main activities and Skills attained	Networking, Software Installation, Data entry and management, maintenance and repair of computers

MOTHER TONGUE	LHUKONZO LANGUAGE
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OTHER LANGUAGES

<i>Specify language</i>	ENGLISH	LUGANDA	KISWAHILI
• Reading skills	Excellent	Fair	Fair
• Writing skills	Very Good	Good	Fair
• Verbal skills	Very Good	Good	Fair

SOCIAL SKILLS AND COMPETENCES	Highly diplomatic and tactical, stronger and mobilization skills, flexible under pressure and response to changing needs, Strong analytical planning and implementation, excellent quality in written, spoken and understanding English language, excellent skills in customer relations and in Hospitality management, strong team and mobilization skills
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ORGANIZATIONAL SKILLS AND COMPETENCES	High willingness to take up new responsibilities and strive to do them well, self motivated and team player, result oriented and hardworking, interpersonal worker and team builder, trust worthy and honest, good problem solving, practical self awareness and self regulations, strong commitment to work and self drive to achieve results, practical quality to working under harsh conditions and strong ability to communicate effectively.
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Referees

<p>Prof. Fred Masagazi-Masaazi, Principal, College of Education and External Studies, Makerere University, College of Education and External Studies Makerere University, Kampala Uganda Tel: + 256 – 772 – 369938 E-mail: fremas@cees.mak.ac.ug</p>	<p>Assoc Prof. Paul Birevu Muyinda Deputy Principal, College of Education and External Studies, Makerere University P.O. Box 7062, Kampala, Tel: +256-772-406919, Fax: +256-414-543542, e-mail: mpbirevu@cees.mak.ac.ug, mpbirevu@yahoo.com, mpbirevu2013@gmail.com</p>	<p>Mr. Balinandi Karabyo Steven CDC- Uganda Uganda Virus Research Institute, P. Box 49, Entebbe – Uganda Email: hnp6@cdc.gov Tel: +256 752751667</p>
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