

Seif Sekalala

BACKGROUND

Multilingual, conscientious, and creative junior software-developer, data-scientist, project-manager, and strategic communications professional; with a variety of relevant skills, and over 13 years of experience in IT operations and software-development, content-creation and editing, strategic-communications, research, retail, and adult-teaching & practical training. Proficient with a variety of software, and familiar with software development processes.

RELEVANT EXPERIENCE

COMMUNICATIONS & PROJECT MANAGEMENT | SN VENTURES | JAN 2023 – PRESENT

- Record-keeping, basic accounting, and auditing of business-expenses; i.e., tracking expenditures, in preparation for monetization and detailed accounting via balance sheets, profit and loss statements, and cash-flow statements.
- Careful record-keeping of payroll-, business-account(s)- and other details—for later submission to Kenyan national government agencies, especially revenue authorities and social-security agency, as well as agencies/officials in charge of business licenses, etc.
- Implement the long-term and day-to-day strategies and tactics of the two business divisions of SN Ventures Inc. and Higher-Ed-X.
- Higher-education advisory services for N.-American-bound international students and their parents and sponsors, and US and Canadian colleges interested in increasing their international student populations; and “A-OKAY” video-gaming and IT services.

APPLIED-COMMUNICATIONS RESEARCHER & INSTRUCTOR | CONTRACT | SEP 2012 – JAN 2023

- Help government, philanthropic, and community stakeholders with data collection & analysis and marketing, e.g., via WordPress.
- Coordinated international health-communication research project; deliverable: published text
- Teaching virtually and in person (e.g. Research Methods, Business/Professional-Communication, Conflict Resolution) and collaborated with students and faculty via Outlook, PowerPoint, LMS software

PROJECT MANGER | CODE FOR AMERICA/CODE FOR PHILLY | OCT 2021 – OCT 2022

- Hiring and engaging volunteers via DemocracyLab
- Working with the developers and project leads to create issues, scope out features, document key project components, and check on developer progress each week. Tools: GitHub, Google Drive, Slack.

IT SPECIALIST | KEAN UNIVERSITY | SEP 2008 – JUN 2012

- Assisted faculty with new course research and planning
- Provided Tier I & II IT-solutions via phone and on-site for faculty, staff, and students using ticketing system
- Oversaw campus computer-labs, troubleshooting issues for students

TECHNICAL SKILLS

- Project-management
- Communication and data analytics research, e.g. via MS Excel, SharePoint, PowerPoint quantitative-analysis (e.g., SPSS/PSPP), and qualitative-analysis
- Intermediate software-engineering skills: e.g. HTML, CSS & JS, MERN stack, Python, WordPress, etc.

EDUCATION AND CERTIFICATIONS

MA – COMMUNICATION , KEAN UNIVERSITY – AUGUST 2010

BA – ENGLISH-WRITING, KEAN UNIVERSITY – AUGUST 2008

CERTIFICATION – DATA SCIENCE, UNIVERSITY OF NEW MEXICO

CERTIFICATION – CAPM / PMP, PMI