

CHRISTINE MWENDE MUTINDA

Health Records & Information Technologist | Research Assistant | Training & Mentorship
Facilitator

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PROFESSIONAL SUMMARY

Diploma holder in Health Records and Information Technology with 5+ years' experience in Health Information Systems, M&E, Research, Training, and Social-Economic Inclusion programs. Proven experience facilitating youth empowerment programs under NYOTA, conducting research data collection, and managing health facility records using DHIS2, Kenya EMR, and IQCare. Skilled trainer with strong facilitation, mentorship, and reporting skills. Detail-oriented, self-motivated, and committed to community development and data-driven decision making.

CORE COMPETENCIES

- Health Records & M&E: DHIS2, KenyaEMR, IQCare, NASCOP Tools, Data Quality Audit, MOH Reports
- Research & Data: Kobo/ODK, SPSS, Survey CTO, Excel, Data Collection, Analysis, Report Writing
- Training & Mentorship: Curriculum Facilitation, BDS, Socio-Emotional Skills, VSLA, Coaching
- Program Implementation: NYOTA, Social Economic Inclusion, NGO Projects, Community Mobilization
- Soft Skills: Communication, Teamwork, Time Management, Safeguarding, Problem Solving

WORK EXPERIENCE

1. July-August 2026 :

Worked with KEPSA as a sub-county Field officer in Makueni County.

Roles:

- 1.Grassroot mobilization and implementation
- 2.identifying, engaging and onboarding of master craftsmen and Employers
- 3.Data collection and reporting
- 4.Stakeholder liaison
- 5.Placement and linkages.

2. Trainer of Trainees

Socio-Emotional Skills Development, NYOTA Project

White Diamond Solutions | Masinga Sub-County, Machakos County

March 2026 – April 2026

- Facilitated SEDS sessions on self-awareness, goal setting, communication, and financial behavior for 150+ youth
- Provided mentorship and psychosocial support and referred cases to relevant support services
- Conducted pre/post assessments and submitted weekly training reports to program management
- Ensured inclusion of PWDs, young mothers, and marginalized youth in all sessions

3. Trainer of Trainees

Business Development Skills, NYOTA Project

Poise & Fin solution Consultancy | Makueni County

October 2025 – April 2026

- Delivered BDS training on business planning, costing, pricing, record keeping, and marketing
- Trained youth on savings culture and VSLA formation to prepare them for Ksh 50,000 enterprise grants
- Mentored beneficiaries to develop viable business plans and linked them to markets and mentors
- Achieved 95% training attendance and timely submission of assessment reports

4. Research Assistant

Research Plus Africa

March 2025 – October 2025

- Conducted quantitative and qualitative data collection using Kobo/ODK across multiple counties
- Cleaned, coded, and analyzed data using SPSS and Excel; supported report writing
- Coordinated logistics, mobilized respondents, and trained enumerators
- Ensured data quality, confidentiality, and adherence to research ethics

5. Business Mentor

Kenya Social Economic Inclusion Project

Kaliani Village, Mbooni Sub-County

April 2024 – December 2024

- Coached 80+ households on business skills, financial literacy, and savings group management
- Supported enterprise selection, business planning, and linkages to markets and financial services
- Monitored business progress and documented success stories for project reporting
- Promoted social inclusion and protection for women, youth, and PWDs

6. Trainer of Trainees

Solidaridad Network

January 2024 – March 2024

- Facilitated capacity building sessions and adapted training curriculum for farmers/cooperatives
- Conducted monitoring, reporting, and stakeholder engagement activities

7. Health Records & Information Officer

St. Matia Mulumba Mission Hospital | Igeganja Level 4 Hospital | Kisau Health Centre | Beyond Zero Clinic

2017 – 2024

- Managed patient registration, filing, retrieval, coding and indexing of diseases using ICD-10
- Performed data entry into KenyaEMR, IQCare, and DHIS2. Compiled and submitted timely MOH 711 reports
- Conducted data quality audits and supported facility data use for decision making
- Provided follow-up on patient appointments and maintained data security

8. Data Enumerator

Village Enterprise Foundation

June 2021 – June 2023

9. Content Supervisor - Kenya Population & Housing Census

Kenya National Bureau of Statistics, KNBS

August 2019

- Supervised a team of enumerators and ensured accurate and timely data collection

EDUCATION

Diploma in Health Records and Information Technology - Distinction

Thika School of Medical and Health Sciences | 2015 – 2018

Kenya Certificate of Secondary Education - C+

Our Lady of Assumption Tawa Girls' Secondary School | 2010 – 2013

Kenya Certificate of Primary Education - C

Kitandini Primary School | 2002 – 2009

CERTIFICATIONS & TRAININGS

- National HIV Programme M&E Tools - NASCOP
- Kenya HIV Recent Infection Surveillance - NASCOP
- HIV Case Based Surveillance Data Use & Implementation - NASCOP
- Computer Packages: MS Word, Excel, Access, PowerPoint
- SPSS - Statistical Package for Social Sciences

PERSONAL ATTRIBUTES

Self-motivated, time conscious, strong interpersonal and communication skills. Ability to work under pressure with minimal supervision and manage multiple assignments.

HOBBIES & INTERESTS

Travelling, Reading inspirational materials, Community Social Work

REFEREES

1. Joel Obuya

Sub-County Social Development Officer, Mbooni

Tel: 0720 248 747

2. Martin Muendo

Supervisor, Kenya Social Economic Inclusion Project - Mbooni

Tel: 0797 577 399.