



OTOLLO ODUOR COLLINS

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Kenyan

PERSONAL OBJECTIVE

I am an eloquent communicator with fluent verbal and written communication skills in English. I have an extensive experience with ICT and people management. My professional goal is to create interesting, factual, reliable, current, research-based, and valuable material aligned with your company's mission and vision.

ACADEMIC BACKGROUND

Feb 2026

SIYB Africa | Bondo Youth Empowerment Center

Selected for an intensive Training of Trainers (ToT) program by SIYB Africa, where I was equipped to deliver and scale socio-emotional skills training for NYOTA SESD beneficiaries through structured, high-impact facilitation.

Oct 2023 – Nov 2023

Wheelcom Driving School | Nairobi

Completed professional driver training at Wheelcom Driving School, gaining hands-on experience navigating Nairobi's high-traffic urban roads and major highways with a strong focus on safety, control, and road awareness.

Nov 2020 – Jan 2021

Project Management | University of California, Irvine

Benefited from Ajira Digital Programme through the Ministry of Information Communication and Technology. The Ministry sponsored a Massive Open Online Course (MOOC), courtesy of Coursera. Through this, I completed two courses; Budgeting and Scheduling Projects and Managing Project Risks and Changes.

October 2020

Online Writing | Ajira Digital Kenya

The first phase involved online training in article and content writing. Here, I learned how to create and develop editorial written works for an organization's external and internal communications.

August 2013 – December 2017

Natural Resource Management | Kisii University

Acquired degree in Natural Resource Management. This education improved my communication, discipline, and research methodology skills. Besides, I understood the role of sustainable land-use practices, Environmental Impact Assessment (EIA), monitoring, and mitigating natural hazards such as fire.

March 2009 – December 2012

KCSE | Nyagondo High School

Attained grade B+, with outstanding performances and profound understanding in Mathematics (A plain), Geography (A-), Chemistry (A-), and Business Studies.

March 2011– May 2011

Computer Training | Christian Industrial Training College (CITC)

I studied fifteen computer packages, including introduction to computers, operating Windows XP, Microsoft Word, Excel, Access, Outlook, Publisher, and PowerPoint. In addition, I learned Adobe Photoshop, Illustrator, and PageMaker.

WORK EXPERIENCE

March 2026

NYOTA Socio-Emotional Skills Development Trainer | Siaya County

Selected as a Socio-Emotional Skills Trainer for a World Bank-funded initiative, where I facilitated high-impact training sessions for youth, strengthening critical life and workplace skills such as emotional intelligence, problem-solving, and interpersonal communication. Ensured engagement, retention, and real-world application of concepts through interactive and learner-centered approaches.

January 2021 – Present

Digital Entrepreneur & Freelancer | Online

I am a freelancer with a current focus on digital marketing, particularly article writing, content writing, blog posts, and website content. I perform research, and proposal writing, emphasizing Search Engine Optimization to increase traffic to websites through engaging material, relevant to a company's products and services.

August 2021 – October 2021

Sales and Marketing | Boru Engineering Services

I worked at an electrical equipment dealer in Nairobi, focusing on sales and marketing opportunities. Also, I planned and implemented sales plans. This involved attracting and retaining potential customers to the company's products by communicating through online platforms and converting the traffic to sales.

November 2019 – July 2020

Graphic Design | Vortech & Boru Engineering Services

Worked remotely Vortech, and Boru Engineering Services as a graphic designer using Adobe Photoshop, Ronyasoft and Canva software. I designed advertisement material by managing client proposals from typesetting to print and production.

May 2019 - October 2019

Restaurant Manager | Jay Café

I managed Jay Cafe Restaurant (formerly Cafe Address) in Nairobi's Embakasi West. The areas I honed include recruiting, training, and supervising staff, maintaining statistical and financial records, managing budgets, handling customer complaints and queries. I also promoted and marketed the business.

February 2019 - April 2019 & August 2016 – December 2016

Waiter | Kenya's Top Hotels

I have been a waiter in top hotels in Kenya including Eraeva Catering Services in Nairobi, Gesonso WaterPark Resort, and L'Afrique hotel in Kisii. The critical expertise I gathered from the jobs include welcoming customers and responding to their concerns. I also served them food, prepared bills, and processed payments.

October 2016 – December 2018

Video Editing and Production | Intracom

Owned and run a small business called Intracom to provide digital services in Kisumu. I utilized my computer skills in directing, shooting, editing, and producing videos. I also improved my knowledge of graphic design, allowing me to liaise with clients to determine their design requirements and budget.

April 2016– July 2016

Industrial Attachment | KALRO

At Kenya Agricultural and Livestock Organization (KALRO) – Kisii, I received first-hand exposure to the typical work environment. I learned communication plan management, quality plan management, and the significance of work ethics.

January 2013 – July 2013

Cyber Café Attendant | Estate Cyber

Helped a friend in a cybercafé in Kisumu town. I gained more practical computer knowledge with enthusiasm and passion. Thus, I learned different terminologies and advanced my previous studies and learning in computers.

ACTIVITIES AND INTERESTS

I am interested in reading scientific novels and philosophy books, browsing the internet for updates on current regional and global trends and issues. I also like travelling and socializing to make new friends. Together, these interests play a significant role in establishing my command of communication.

REFERENCES

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