

Dancan Onyango Omondi

Email:omondidancanonyango@gmail.com Phone:+254757769742

Location: Kenya

Professional Summary.

A dynamic and results-driven Professional Trainer, Facilitator, and Content Creator with a Bachelor of Journalism and extensive experience in digital literacy, AI skills training, community facilitation and multimedia production. Proven track record in project management, curriculum delivery, and enhancing brand presence across digital platforms. Ready to leverage strong communication, organization, and technical skills in a fast-paced professional environment.

Certifications.

OIAI AI Literacy Skills Certified Course Otermans Institute (In partnership with the Ministry of Information, Communication and The Digital Economy - MICDE & ICT Authority) Awarded: April 22, 2026

Certified SIYB Trainer (Start and Improve Your Business)

International Labour Organization (ILO)

Awarded 2026

Digital Marketing & eCommerce, Transcription, Data Management and Virtual Assistance
Ajira Digital Platform (2023–2024)

Leadership Certificate Course

Word of Faith Bible Institute (2025)

Basic Certificate Course

Word of Faith Bible Institute (2024)

Professional Experience.

Facilitator | Nyota SESD Program

March 2026

- Delivered training and facilitated sessions for the Nyota SESD program, focusing on community development and skills empowerment.

- Managed group dynamics, communicated complex concepts effectively, and ensured active participation from all beneficiaries.

Office Assistant | Winners Chapel International, Ugunja

2025 – 2026

- Assisted with daily office operations, including filing, systematic data entry and professional document preparation.
- Supported communication channels by preparing announcements, managing official correspondence, and coordinating meetings.
- Organized church programs, community outreach activities, and large-scale events while maintaining strict confidentiality and record accuracy.

Project Manager| Ajira Digital JKUAT Club

2021 – 2024

- Scheduled and managed semester-long operational activities, timelines, and deliverables for the university club.
- Coordinated targeted training sessions and professional mentorship programs focused on digital skills acquisition.
- Organized content creation workshops and digital campaigns to drive student engagement and digital literacy.

Freelance Content Creator & Digital Strategist| Self-Employed

2022 – Present

- Developed logos, branding materials, and tailored digital content for clients across YouTube, TikTok and Facebook.
- Produced and edited high-quality video and audio assets using Adobe Premiere Pro and Adobe Audition.
- Collaborated with peers to craft compelling narratives and targeted digital marketing campaigns that enhanced client online presence.

Hospitality & Operations Associate (Waiter / Bartender / Cashier)

Pandora's Lounge, Ugunja

December 2024 – April 2025

- Handled financial transactions, including cash, card, and mobile payments, ensuring accurate daily sales balancing and receipt management.
- Managed bar inventory, monitored stock levels, and prepared beverages while maintaining strict cleanliness standards.
- Welcomed guests, took accurate orders, and resolved customer complaints swiftly to ensure a high-quality service experience.

Education.

Bachelor of Journalism (Broadcast Option)

Jomo Kenyatta University of Agriculture and Technology.

Graduated: 2024

Key Skills

-Training & Facilitation: Curriculum Delivery, SIYB Framework, Public Speaking and Group Moderation.

-Digital & AI Literacy: AI Skills Application, Digital Safety, Data Management and Virtual Assistance.

-Multimedia & Content: Video Editing (Adobe Premiere Pro, Audition), Content Creation, Social Media Management and Digital Marketing.

-Operations & Admin: Project Management, Data Entry & Analysis (MS Excel), POS Operation and Inventory Management.

References.

Jeremiah Wambete

Chairperson, Ajira Digital JKUAT Club

Phone: +254740381717

Leah Koderu

Chairperson, Winners Chapel International Committee.

Phone: +254710524419