



DENNIS KIMANI

Denver, CO (H) +12533612365 (C) +17747764781 kariukikimani005@gmail.com

PROFESSIONAL SUMMARY

Detailed Web Developer with advanced coding abilities and enthusiasm for new enhancements. Expert in building high-performing, scalable structures to meet client requirements.

Talented team leader skilled at completing daily assignments and contributing to team success. Always willing to take on any task. Adapts quickly to new needs and policies.

SKILLS

- Data collection and analysis
- HTML and XML
- Operational analysis
- Integrated Reporting Information System (IRIS)
- Virtualization technologies
- Data Entry
- Operational assessments
- Software applications
- Administrative Support

EXPERIENCE

October 2022 - December 2022

Junior Web Developer

Kiss Devs | Denver, Colorado

- Completed projects (PHP,HTML,CSS), having been provided with a base structure by 90%.
- Managed back end server logic protocols and database connections facilitating 99% success.
- Created highly responsive and scalable web applications for use in different industries and client environments.
- Tested and validated programs to enhance applications and improve performance.
- Attracted users to websites with professional user-friendly designs and clean code for high-performance operation.
- Detected problems provided by client's feedback and implemented solutions.
- Researched latest website applications to keep up with trends and latest technologies.
- Analyzed technical requirements to determine optimal solutions.
- Achieved development milestones and scheduled targets.
- Created file back ups to local directory for recovery purposes.

January 2020 - December 2022

Data Entry Operator

Kiss Developers | Denver, Colorado

- Assisted in a group project design of a prototype Online Shopping System in Organized files, faxed reports, and scanned documents into the document management system.
- Created and maintained spreadsheets using Excel.

- Created and maintained company records and used software to review and monitor data.
- Minimized errors with proper verification and classification of data.
- Used computers and zoho forms to enter data and process information.
- Collected data for entry from multiple sources.
- Created digital documents from paper or dictation.
- Maintained close knowledge of and complied with all data integrity and security policies.
- Prepared records for document imaging and retrieval in company database.
- Prepared professional records with cover sheets, batch labels and proper classifications.

EDUCATION

August 2021

Bachelor's Degree - Mechanical,
Engineering Kirinyaga University, Kirinyaga,
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ACCOMPLISHMENTS

- Assisted in Creating and developed critical data policies to consistently exceed quality and production targets.
 - Streamlined workflow by consolidating lengthy processes and redundant documentation, resulting in more effective and timely completion of data.
 - Streamlined workflow by consolidating lengthy processes and redundant documentation, resulting in more effective and timely completion of projects.
 - Improved Kiss Developer reviews by successfully handling customer complaints and implementing monthly staff training.
 - Achieved certification through Chartered Management Institute (CMI).
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LANGUAGE

English
Proficient (C2)

Swahili
Advanced (C1)

VOLUNTEER

January 2023 - September 2023

Administrative Position

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- Adhered to federal, state and local employment laws and company policies.
- Posted job listings in LinkedIn, Indeed and Monster to acquire more applicants.
- Evaluated skills, knowledge and experience of candidate to determine ideal job positions.
- Conducted background checks and connected with references to verify eligibility of candidates.
- Administered cost-effective, well-structured benefits to employees, setting up contracts, and managing paperwork.