#  ADOCH EUNICE

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Educational Background

* PGD in Monitoring and Evaluation, Uganda Management Institute, 2019
* Bachelor of Economics and Statistics, Kyambogo University, 2017

**Work Experiences and Achievements**

**August 2020- To date Part Time Research Assistant; Avocats Sans Frontiers (ASF)**

At this role, my major responsibilities were community outreach on gender mainstreaming, data collection, entry, and reporting.

* Coordinating data collection team with management in areas of logistics, giving daily progress report to ensure objectives of the survey is achieved. This boosted my leadership skills.
* Advanced my skills on the use of online application for data entry that is Kobo collect, through training and mentorship program which eased the process of data entry and analysis.
* Participated in data collection pretest to edit error, and ensure survey's objectives are attainable. This boosted my attention to details.
* Carried out data collections using questionnaires, interview guided questions and focus group discussion tools focusing on both quantitative and qualitative data for evaluation. This boosted my interpersonal and communication skills as I code responses.
* Large volume of data was entered into the system on a daily basis paying attention to data quality standard as accurate, complete and valid data are entered attained through data cleaning.
* Provided written report summarizing background, study methodology, findings and key recommendation. This has greatly boosted my Report writing skill.

**July-December 2020Analyst Volunteer; Innovation Village**

At this role, my major responsibilities were data collection, data entry, cleaning, analysis, and data base management, designing monitoring and evaluation framework, reporting and presentation.

* Utilizing statistical packages like SPSS, STATA to interpret data sets, paying particular attention to trends and patterns which are valuable for diagnostic and predictive analytics efforts.
* Preparing high quality reports for executive leadership that [effectively communicates trends, patterns, and predictions using relevant data](https://www.northeastern.edu/graduate/blog/communicating-with-data/).
* Coordinate data collection teams and provides the necessary training on the use of online application like ODK and coaching for Successful implementation of data collection exercises and ensure data quality standards.
* Develop a logical framework used by management to track progress of the projects through developing indicators, which has promoted a result-oriented course of action.
* Analyze and present performance data for key project indicators to decision at implementation stage.

**12th-19th August 2020- Data Enumerator; Avocats Sans Frontiers (ASF)**

At this role, my major responsibilities were team coordination, data collection, entry, and reporting.

* Coordinating data collection team with management in areas of logistics, giving daily progress report to ensure objectives of the survey is achieved. This boosted my leadership skills.
* Advanced my skills on the use of online application for data entry that is Kobo collect, through training and mentorship program which eased the process of data entry and analysis.
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**March to September 2019- Data Clerk Officer, Cycle Connect Uganda**

As a data clerk, my main roles were data entry, ensuring data quality, data cleaning, training, reporting and presentations.

* Data mining from primary and secondary data sources to improve customer loyalty to products and services, fraud detection among staffs. This was done through data integration, cleaning, transformation and pattern evaluation using advanced excel. This boosted company profits by 15% as scalable market analysis was carried out.
* Entering data from hard copy to digital system with speed and accuracy. This improved my attention to details to minimize errors.
* Organizing existing data in the Musoni System while update various data including financial transactions, customer information, and inventory status.
* Conducted training for data collectors on the use of online applications ODK, camcare, kobo collect toolbox and survey monkeys for data collection.

**Feb 2018 to Feb 2019- Sales Executive, ICEA Gulu**

In this role I was responsible for selling products and services for ICEA in order to boost profitability and increase market share.

**Business to Business sales**

* Building good working relationships with my fellow colleagues, this ensured team work in meeting daily targets
* Carried out market Research to identify potential customers. This increased my ability to hit high sales.

**Business to Consumer sales**

* Listening to customer needs, to provide exactly what they need. This greatly boosted my interpersonal skills
* Maintaining and developing relationships with existing customers in person and via telephone calls and emails. This boosted my customer care services.
* Negotiate the terms of an agreement and close sales,
* Advise on forthcoming product developments and discuss special promotions
* Make accurate, rapid cost calculations and providing customers with quotations.

**June to August 2017- Internship Placement, Planning Unit, Gulu District Local Government-Uganda.**

* Updated the HMIS on a daily basis
* Ensured proper handling of paper records and maintain extreme confidentially of organization.
* Involved in fieldwork to collect feedbacks from respondent about different project implanted.
* Used advanced excel functions to generate spread sheet and pivot tables, perform data queries and presenting outputs to departmental heads.
* Cleaned data to ensure data quality assurance for better analysis.

**Skills and Competencies**

* Efficient i using Statistical methods and packages like SPSS, STATA, EPIDATA, EPIINFORM and EVIEWS.
* Efficient at programming compute software.
* Proficient at Data visualization and reporting
* **Strong analytical skill, where I easily work with large data like facts, figures and crunching numbers.**
* **Very strong interpersonal and communication skills.**
* **Strong attention to detail to ensure valid conclusion.**

 **Languages**

Fluent in both written and spoken English, Luo, and Luganda

**SPECIAL TRAININGS**

2016 Certificate in Advance Excel and STATA for data analysis

2015 Certificate in Data Quality Management Kyambogo University

Professional Referees

1. **Olobo Jackson**

Monitoring and Evaluation Coordinator

Innovation Village

Mobile; 0779687709olob

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**2. Lucima Sharon Joy**

Program Assistant,

Advocate San Frontier

Mobile: 0771898472

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**3. Ocitti William**

Branch Manager

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