



LAWRENCE OKELLO

DATA ENTRY, ANALYSIS & RESEARCH

CONTACT ME AT



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SKILLS SUMMARY

- Web Research
- Data Entry & Transcription
- Data Analysis & Visualization
- Website Designing - Wordpress
- Communication & Teaching Skills
- Decision Making Skills

CERTIFICATIONS



HTML5 Expert Certification -
Pluralsight



Microsoft Excel Expert
Certification - Pluralsight

PERSONAL PROFILE

I am A fast learner & flexible Team Player aiming to leverage good communication skills, critical thinking, attention to detail and 4+ years of experience in data processing field to add value to the world. Always determined, hard-working and can be relied upon to achieve success in both short and long term goals/objectives of a project.

WORK EXPERIENCE

Data Entry/Research Freelancer (Oct 2020 - Present)

Working Remotely

- Source projects both online and offline. Execute won projects, manage client communications, deadlines, Quality and delivery.

Data Processing Project Trainer Level II (Jan 2020 - Oct 2020)

Sama AI | Uganda.

- Acting as a bridge between the client team and Sama teams. Making sure that client requirements regarding a project are well understood and clearly passed to the Delivery teams.
- Ensure the success of all project training within the Delivery Center and any other assigned duties by the supervisor. This involved directly conducting project training both physically and online (for distant teams).

Data Processing Project Trainer Level I (Sep 2018 - Dec 2019)

Sama AI | Uganda.

- Acting as a bridge between the client team and Sama teams. Making sure that client requirements regarding a project are well understood and clearly passed to the Delivery teams.
- Conducting project training both physically and online (for distant teams).

Data Quality Analyst (Dec 2017 - Aug 2018)

Sama AI | Uganda.

- Ensuring that the Quality of allotted projects are maintained within acceptable Quality threshold as per SoW and internal targets. This is done by directly taking samples of tasks done by labelling staff and checking them for errors, scoring the tasks and giving corrective feedback.

Data Associate (July 2017 - Nov 2017)

Sama AI | Uganda.

- Perform assigned project tasks such as labelling images, data entry, data research etc as has been trained plus any other assigned duties by the supervisor.

Micro Worker (Nov 2016 - June 2017)

Sinfa Uganda Ltd

- Perform assigned project tasks such as labelling images, data entry, data research etc as has been trained plus any other assigned duties by the supervisor.

EDUCATION HISTORY

Makerere University, Uganda (Aug 2011-Aug2014)

Bsc. in Quantitative Economics (Statistical methods)

Bishop Angelo Negri College, Uganda (2009-2010)

Uganda Advanced Certificate of Education - UACE
(High School Certificate)

St. Joseph's College Layibi, Uganda (2005-2008)

Uganda Ordinary Certificate of Education -UCE