

Maureen Muthengi
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Summary: Dynamic and accomplished professional with a strong background in data science, public policy, and information technology. Possessing a Master of Science in Data Science and Analytics from Grand Valley State University and a Bachelor of Science in Information Technology from Jomo Kenyatta University of Agriculture and Technology, with extensive experience at the United Nations High Commissioner for Refugees (UNHCR). Adept at extracting, analyzing, and visualizing data using tools such as Microsoft PowerBI, Tableau, R, SQL, and Python. Skilled in project management, stakeholder collaboration, and leadership. Demonstrated ability to deliver actionable insights and drive decision-making processes. Proven expertise in IT support, LAN configuration, and troubleshooting. Excellent communication and interpersonal skills, with a commitment to continuous learning and professional growth.

Work Experience:

Graduate Research Assistant, College of Education and Community Innovation, Grand Valley State University

- Program Data Collection and Filing, collect data generated under the Oakdale Neighbors Learning Cafe tutoring program and Federal ESL NPD grant, including but not limited to tutoring artifacts, assessments, and ethnographic descriptions. Under the IRB guidelines,
- Interviews and Data Filing, perform pre- and post-interviews.
Literature Review, conduct reviewing of literature between the interviews.

United Nations High Commissioner for Refugees (UNHCR), Resettlement Associate, 2009-2023

- Analyzed demographics of refugee resettlement data and prepared statistical reports for regional and headquarters communication.
- Managed the monitoring and tracking of refugee submissions and departure statistics to resettlement countries, ensuring accurate and up-to-date records were maintained.
- Designed data collection tools for the Education Department and presented data visualizations to resettlement countries and donors.
- Prepared policy briefs on UNHCR's resettlement policies and procedures.

Project Coordinator/Founder, Donate a Pad Initiative, Kitui, Kenya, 2012-Present

- Led initiatives to donate sanitary towels to girls in nine primary schools and one high school.
- Connected mentors with girls, organized motivational talks, workshops, and managed fundraising for projects.

Skills:

Data analysis and analytics, Statistical analysis, Data mining, Database management (ProGres, CORTS), Data visualization (Microsoft PowerBI, Tableau, Vega-Lite), R, SQL, Python, JavaScript, IT support and troubleshooting, LAN configuration and maintenance, Project management, Problem-solving, Analytical and critical thinking, Time management, Team player and collaborative, Adaptability, Accountability, Decision making, Conflict resolution, Leadership, Emotional intelligence, Commitment to continuous learning, Planning and organization, Interpersonal skills, Negotiation, Written and verbal communication skills.

Professional Certificates:

Google Data Analytics Professional Certificate
10Alytics Data and Strategy

Education:

MSc, Data Science and Analytics, Grand Valley State University, Allendale, MI, April 2025

MA, Public Policy and Management, Strathmore University, Nairobi, Kenya, December 2020

BSc, Information Technology, Jomo Kenyatta University of Agriculture and Technology, Juja, Kenya, July 2008

Volunteer Experience:

- Volunteer, Data Analyst, Citizen's Climate Lobby, Holland, MI, 2023-2024
- E-board member and event coordinator, African Student Council, Grand Valley State University, 2023-2024
- Member, Women in Computing Club, Grand Valley State University, 2023-2025
- Member, International Public Policy Association, Rue Maurice Audin, France, 2023
- Volunteer/Teacher, Kids Ministry, Wellspring Community Church, Allendale, MI, 2024-2025

Personal Achievements:

- Paper presentation for the 6th International Conference on Public Policy -TORONTO in June 2023 conference.
- Recognition Certificate, certification award for 10 years of unwavering service to UNHCR, Kenya, 2021

- Board Member, AIC Kyondoni Girls Secondary School, Kenya, 2017-2020
- Keynote Speaker, Menstruation Health Management in Kitui County, EWHA Women's University, Seoul, South Korea, 2015
- Mandela Washington Fellow, Young African Leader Initiative, USA, 2014