

IAN KURIA KARIUKI

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PROFESSIONAL SUMMARY

Motivated forensic science graduate with strong analytical skills, technical curiosity, and a commitment to ethical standards. Focused on contributing meaningfully to the cybersecurity and digital forensics space by combining investigative thinking with hands-on technical capabilities and continuous learning.

CAREER OBJECTIVE

To apply my forensic science background within cybersecurity and digital forensics environments supporting investigations, enhancing data integrity, and promoting digital trust through accuracy, ethical practice, and skill development.

CORE COMPETENCIES

- Fingerprint and questioned document analysis
- Digital evidence handling and biometric verification
- Threat identification and basic vulnerability assessment
- Legal and regulatory documentation practices
- Cybersecurity fundamentals (Cisco-certified)
- Proficient in Microsoft Office, Git, and online productivity tools
- Introductory programming (Python, HTML, SQL)

SOFT SKILLS & PERSONAL TRAITS

- Analytical thinker with a sharp eye for detail
- Clear communicator, especially in technical writing
- Organized, deadline-driven, and self-motivated
- Dependable under pressure and adaptable to change
- Collaborative team player with a proactive mindset

PROFESSIONAL EXPERIENCE

Legal Assistant

May 2022 to June 2025

Waithira Mwangi & Co. Advocates

- Drafted and reviewed legal documents for over 100 litigation and regulatory matters, ensuring full compliance with Kenyan statutory requirements.
- Conducted thorough legal research and statutory analysis to support case strategies, contributing to favorable outcomes and improved client satisfaction.
- Designed and implemented a digital indexing and case retrieval system, reducing document access time by 30% and streamlining internal workflow.
- Managed time-sensitive court filings and confidential records with precision, consistently meeting deadlines while upholding data integrity and security standards.
- Delivered client-focused service through prompt, respectful communication and follow-up, reinforcing trust and promoting long-term relationships.
- Supported the rollout and maintenance of digital case management tools, improving operational efficiency and facilitating smoother collaboration across the legal team.

Presiding Officer

July 2022 to August 2022

Independent Electoral and Boundaries Commission - Kilimambogo Teachers Training College Centre

- Supervised all aspects of polling station operations during Kenya's 2022 General Elections, ensuring full compliance with electoral laws, procedures, and integrity standards.
- Trained, led, and supported a team of 8 election officials, fostering accuracy, accountability, and efficiency under high-pressure, time-sensitive conditions.
- Prepared, verified, and submitted all electoral forms and statutory reports, ensuring accuracy and transparency in national vote tallying.
- Collaborated with senior electoral officials to proactively resolve logistical and operational issues, ensuring seamless polling processes for a large electorate.

Industrial Attachment - Fingerprint Services Division

September 2021 – December 2021

National Registration Bureau

- Conducted forensic fingerprint and ID document verification during academic training, achieving high accuracy in critical identity confirmation processes.
- Managed, organized, and safeguarded sensitive biometric data in line with strict data protection standards and confidentiality protocols.

- Responded to technical and administrative inquiries, contributing to timely service delivery and improved departmental efficiency.
- Operated advanced fingerprint analysis tools and biometric systems, gaining practical experience in forensic workflows and digital identity systems.
- Documented observations and results with precision, supporting case analysis and internal record-keeping.

ADDITIONAL EXPERIENCE

Cashier

January 2022 - April 2022

Magunas Supermarket

- Provided courteous, informed assistance to customers, guiding purchases, resolving inquiries, and processing returns in line with store policies.
- Accurately operated point-of-sale systems and maintained register integrity, contributing to smooth retail operations and repeat customer engagement.

Field Enumerator

August 2019

Kenya National Bureau of Statistics

- Conducted household interviews for Kenya's 2019 Census, ensuring high participation and data accuracy through careful adherence to survey protocols.
- Utilized digital data entry tools for efficient, real-time reporting, consistently meeting or exceeding daily performance targets.

Data Collector

March 2018 - June 2018

Kenya National Examinations Council

- Administered standardized literacy and numeracy assessments across schools in Mombasa and Kilifi counties, ensuring accurate and unbiased data collection.
- Handled sensitive student information with strict confidentiality and delivered validated data within tight national project deadlines.

EDUCATION

Bachelor of Science in Forensic Science - Kirinyaga University

2017 – 2021

- Second Class Honours (Upper Division)

Power Learn Project - PLP Academy

Currently Enrolled (2025)

- Software Development Program

CERTIFICATIONS & TRAINING

CISCO Networking academy**May 2025**

- Cybersecurity Fundamentals

Ajira Digital Training - Ministry of Labour and Social Protection**June 2024**

- Data Entry, Virtual Assistance, Digital Marketing, Zoom Online Work Readiness

Certificate in Computer Packages - Hemland College of Professional and Technical Studies**April 2017**

- Distinction: Microsoft Office Suite, Essential Computing Skills

LANGUAGES

- English – Fluent
- Kiswahili – Fluent

REFERENCES

Available upon request.