



REBECCA AWAYO

CURRICULUM VITAE

 arawayo@gmail.com

 +256 774400435

 P.O.BOX 1035 Lira
University

 Ugandan

SKILLS

Problem Solving
Adaptability
Collaboration
Strong Work Ethic
Time Management
Handling Pressure
Leadership
Digital Skills

EDUCATION

**Masters of Science in
Information Science**
Makerere University,
Kampala. 2018 – 2020

**Bachelor's Degree in
Library and Information
Science**
Uganda Christian
University, Mukono. 2007-
2010

**Uganda Advanced
Certificate of Education**
St. Stephens Secondary
School, Soroti. 2004-2005

**Uganda Certificate
of Education**
Soroti Secondary
School, 2000-2003

OBJECTIVE

Proficient Individual knowledgeable about Information Science, Records and Library Management. Excellent organizational skills and team work abilities.

EXPERIENCE

ASSISTANT LECTURER - *Lira University/ February 2025-Date*

- Developing curricula and course material
- Preparing and delivering lectures
- Setting and grading assignments, tests and exams
- Attend to student's issues related to academic matters

SENIOR RECORDS OFFICER -*Lira City Council / 2022 January 2025*

Efficient Information Retrieval:

- Enhanced the department's search and retrieval system, reducing average retrieval time by 50%.
- Implemented a records tracking system, resulting in a 25% decrease in lost or misfiled documents.
- Updated the classification system, resulting in a 75% improvement in retrieval times and a 50% decrease in errors.

Technology Integration:

- Spearheaded the adoption of a records management software, which is at 5%.

Project Management:

- Led Central Registry streamline project to revamp filing system, improving sector productivity by 15% completing it one week ahead of schedule and within budget.

Customer Service Excellence:

- Implemented a user-friendly records request process, resulting in a 20% decrease in response time.
- Received commendations for providing excellent customer service, contributing to a 90% satisfaction rate among internal stakeholders.

Collaboration and Team Leadership:

- Fostered a collaborative environment, resulting in a 10% increase in cross-departmental cooperation.
- Mentored junior records officers, contributing to a 25% improvement in team cohesion.

Efficient Resource Management:

- Optimized resource allocation, leading to a 10% reduction in operational costs.
- Implemented a sustainable disposal strategy for obsolete records, reducing storage costs by 10%.

LIBRARIAN- *Lira Public Library / January 2014 – November 2022.*

AWARDS

Awarded “Certificate for Employee Professional Development Champion” Lira City Council, December 2023

Awarded “Certificate of Excellence for Digital Skills training, 2021

Named “Library of the Year” Lira Public Library in 2018.

Earned “Certificate” -Trail Blazer-Librarian Leading Change of Global Libraries in 2018

Earned "Certificate" – Innovator- International Network for Emerging Library Innovators, Sub-Saharan Africa (INELI-SSAf) of African Library and Information Associations

ICT CAPABILITY

Application suite: Word processing, Spreadsheets, Database, Electronic Presentations, Electronic Publisher, Web Technology and Library databases

HOBIES

Traveling Reading; self-growth books, Watching movies.

Enhanced Collection Development:

- Expanded library collection by 25% through strategic selection, resulting in increased patron engagement and satisfaction.
- Implemented a weeding strategy, removing outdated materials and improving overall collection relevance by 15%.

Proactive Information Literacy:

- Developed and implemented an information literacy workshop series, resulting in a 30% increase in patron proficiency in using digital resources.
- Created user-friendly guides for accessing online databases, reducing patron queries by 20%.

Efficient Reference Services:

- Responded to an average of 50 reference inquiries per week, maintaining a 95% accuracy rate in providing relevant information.
- Implemented a streamlined reference desk schedule, improving overall response time by 15%.

Dynamic Programming and Events:

- Organized and executed 8 annual successful library programs, attracting an average of 100 attendees per event.
- Collaborated with local schools, resulting in a 50% increase in student participation in library-sponsored events.
- Attended and presented at regional library conferences, bringing back innovative ideas and best practices for continuous improvement.

Technological Expertise:

- Initiated a technology training program for patrons, leading to a 50% increase in computer literacy among library users. online lessons facilitated to students, women and staff.
- Managed the library's social media accounts, doubling online engagement within four years.

Superior Customer Service:

- Received commendations for consistently delivering outstanding customer service, contributing to a 20% increase in positive feedback from patrons.
- Resolved patron concerns promptly, maintaining a 90% satisfaction rate.

Collaboration and Outreach:

- Established partnerships with local community organizations, resulting in a 25% increase in collaborative initiatives.
- Collaborated with schools to integrate library resources into the curriculum, enhancing educational outreach by 15%.

Administrative Excellence:

- Managed daily circulation tasks, achieving a 99% accuracy rate in transaction records.
- Implemented a user-friendly online catalog, reducing search time by 30%
- Attended and presented at regional library conferences, bringing back innovative ideas and best practices for continuous improvement.

MEMBERSHIP

Uganda Library and
Information Science
Association (ULIA)

COLLEGE LIBRARIAN

Pope John Paul II College / January 2012 – December 2013

Enhanced User Services:

- Instituted a library orientation program for new students, contributing to a 25% increase in library resource utilization.

Reference and Research Support:

- Responded to an average of 20 reference inquiries per week, maintaining a 80% satisfaction rate among students and staff.

Active Collaboration with Faculty:

- Collaborated with faculty to curate course-specific resource guides, resulting in a 20% increase in resource utilization within targeted disciplines.
- Conducted tailored workshops for teachers on utilizing library resources for teaching, contributing to a 10% increase in teachers' engagement.

Library Programming Success:

- Purchase library documents, prepare termly reports on the state of the college library and participate in the annual library stock taking

Budget Management and Resource Allocation:

- Optimized the library budget, achieving a 10% reduction in costs while maintaining quality services.

PUBLICATIONS

Awayo, R. (2021). *Community Partnerships in selected Public Libraries in Uganda*- Master's Dissertation *unpublished*

REFEREES

Dr. Joyce Muwanguzi Bukirwa (PhD)
Senior Lecturer
EASLIS, Makerere University
P.O.BOX 7062, Kampala
Mob: 0779086271
Email: jbmwanguzi@gmail.com


Prof. Opio Okaka Dokotum
Deputy Vice Chancellor
Lira University
P.O.BOX 1035, Lira
Mob: 0779900066
Email: okakadokotum@gmail.com

Mr. Raymond Amanyabyona
Head of Inspectorate, Research and Extension services,
National Library of Uganda
P.O. Box 4262, Kampala
Mob: 0774244488
Email: amanyabyoonar@gmail.com

DECLARATION

I Rebecca Awayo, the undersigned certify that to the best of my knowledge the information provided describes my qualifications and experience.

Signature:



Date: April 09, 2026