

## **PERSONAL PROFILE**

**NAME: MURUGA CAROLINE**

**TITLE: SENIOR LIBRARY CLERK**

Muruga Caroline is a Senior Library Clerk with over 17 years of professional experience in Library and Information Science at Busitema University. I bring deep institutional knowledge combined with a strong commitment to modern, technology- driven library services.

### **My core strengths lie in three skills:**

1. Library automation and integrated library management systems like KOHA, supporting efficient cataloguing, circulation and management of library information materials.
2. Electronic resources (e-resources) management including access support, usage facilitation, and digital collections.
3. Information organization and retrieval, ensuring accurate, timely access to both print and digital collections.

Across my previous roles, I have demonstrated a proven track record of quantifiable achievements, including improved workflow efficiency, enhanced access to digital resources, increased user support capacity and consistent contribution to service quality improvement within the university library stream

Muruga aspires to play a strategic role in advancing Busitema University Library's goals by contributing effectively in a challenging target driven environment that emphasizes digital transformation, library automation and innovation in information service delivery. My objective is to support the University's teaching, learning and research mission by strengthening digital services, expanding e-resource utilization and continuously adapting to emerging library technologies.

## CURRICULUM VITAE

### BIODATA

**NAME :** MURUGA CAROLINE  
**DATE OF BIRTH :** 7<sup>TH</sup> OCTOBER 1985  
**SEX :** FEMALE  
**MARITAL STATUS :** MARRIED  
**NATIONALITY :** UGANDAN  
**RELIGION :** CATHOLIC  
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### EDUCATIONAL BACKGROUND

S/N	YEAR	INSITITUTION	AWARD
1.	2019-2021	KAMPALA INTERNATIONAL UNIVERSITY	DIPLOMA IN LIBRARY AND INFORMATION SCIENCE
2.	2017-2018	KAMPALA INTERNATIONAL UNIVERSITY	CERTIFICATE IN LIBRARY AND INFORMATION SCIENCE
4.	2002-2003	KAMPALA STUDENTS' CENTRE	UGANDA ADVANCED CERTIFICATE OF EDUCATION
5.	1998-2001	MANCHESTER SENIOR SECONDARY SCHOOL	UGANDA CERTIFICATE OF EDUCATION
6.	1991-1997	ST. PATRICK KIGULU GIRLS' BOARDING PRIMARY SCHOOL	PRIMARY LEAVING EXAMINATION

### WORKING EXPERIENCE

I have 14 years working experience in Busitema University under the Library Department of Nagongera Campus from 2008- 2010 and Namasagali campus since 2010 to date as **LIBRARY SECURITY ASSISTANT**.

### DUTIES AND RESPONSIBILITIES

#### Technical services

- a). book processing