

## Skills Summary

- Ability to coordinate team and handle any administrative issues.
- Solid ability to research and analyze information
- Strong written and verbal communication skills
- Able to work well independently or in a group setting
- Extensive experience with Microsoft Windows XP and Office 2003 and 2007 program
- Ability to work in fast-paced environments
- Ability to examine written material and oral presentations critically
- skills to analyze s data and develop logical solutions
- Ability to gather information, assess its importance, and organize it for use.
- Ability to effectively communicate

## Education & Qualifications

- 2016-2021  
Moi University  
Bachelor of Science in Communication and Public Relations
- 2011-2015  
Chebwagan Boys High School  
Kenya Certificate of Secondary Education
- 2004-2014  
Sambon Academy  
Kenya Certificate of Primary Education

## Profile Summary

A highly principled, hardworking professional possessing excellent analytical problem solving skills and life experience. Driven to continually improve and extend personal skills and knowledge to attain and increase responsibility and opportunities for professional status.

My aim is to work diligently in your reputable organization for efficient realization of company's objectives and as a result, gain work experience. Through this, I believe I will maximize my potential while climbing the corporate ladder and attain status through hard work and determination

## Career Objectives

Looking to obtain a position in a fast-paced organization where I will utilize my knowledge in Administration sector in contributing to company's progress. As well as advancing my expertise and experience

## Career Vision

To be a team leader with positive difference whose leadership virtues are based on achieving social, economic and political development so as to better the lives of the people in my society, my country, my continent and globally

## Work Experience

### 2016 Jan - August Kiron Construction Company Receptionist/PA

#### Duties and responsibilities

- Developed and maintained an accurate filing system
- Assisted the director and other staff on administrative duties
- Organized and maintained diaries and making appointments
- Dealt with incoming email and post, often corresponding on behalf of the director.
- Possibly handling event coordination, both internally and externally
- Handling queries and complaints via phone, email and general correspondence
- Greeting all visitors
- Transferring calls as necessary
- Performing ad-hoc administration duties

## Interests & Hobbies

- Motivational Speaking
- Attending Conferences
- Watching Educational Documentaries

## Trainings

- Disaster Management-Moi University
- Red Cross-Trained in Basic first aid
- Integrity and Anti Corruption –held at Moi university
- Guidance and Counseling –Trained on how to offer support to those going through distress

## Licenses & Certifications

- Introduction to Digital Journalism (Reuters)
- Fundamentals of Digital Marketing (Google)
- Methods of dealing with Online harassment (AFP)
- Public Relations Society of Kenya Membership. (PRSK)

## Referees

- 1.) Edwin Mudoga  
Corporate Affairs Manager  
Kenya Tea Development Agency  
Department of Corporate Affairs  
Phone Number: 0723221964
- 2.) Benuel Bosire  
Head of Public Relations & Communications  
Public Sector Accounting Standards Boards of Kenya (PSASB)  
Phone Number: 0721 573 888
- 3.) Joan Kariuki  
Marketing, Communication & Branding Manager  
Kenya Revenue Authority (KRA)  
Phone Number: 0712 090 785

## Work Experience

**2019 Sep 3<sup>rd</sup> - Dec 31<sup>st</sup>**

### **KENYA TEA DEVELOPMENT AGENCY (KTDA)**

#### **Corporate Affairs Communication Intern**

##### Duties and Responsibilities

- Media and website monitoring and library services
- Planning and developing PR strategies
- Communicating with colleagues and key spokespeople
- Liaising with, and answering enquiries from media, individuals and other organizations, often via telephone and email.
- Writing and editing in-house magazines, case studies, speeches, articles and annual reports.
- Devising and coordinating photo opportunities.
- Fostering community relations through events such as open days and through involvement in community initiatives.

**2020 Jan 3<sup>rd</sup> - Dec 31<sup>st</sup>**

### **MELBEL CONSULTANCY**

#### **Communication Assistant**

##### Duties and responsibilities

- Help implement communications strategies
- Provide administrative support to programs and internal teams
- Draft and edit communications copy (e.g. press releases, publications, social media posts)
- Assist in maintaining web content and executing social media strategies
- Update databases and media lists
- Track projects and media exposure
- Facilitate effective internal communications

**2022 Jan 3<sup>rd</sup> - Date**

### **Kenya Revenue Authority**

#### **Public Relations & Communication Intern**

##### Duties and Responsibilities

- Fully support company's PR strategy and execute it in different phases.
- Create and curate engaging content.
- Effectively utilize company's social media platform and website.
- Create and distribute press releases, opinion pieces and News flashes.
- Build and update media lists and databases.
- Schedule, coordinate and attend various events.
- Develop PR campaigns and media relations strategies.
- Prepare and submit PR reports.
- Assist in administrative duties