**CURRICULUM VITAE**

P.O Box 56929-00200, Nairobi-Kenya

**BIO-DATA**

Date of Birth: 3rd July 1995

Gender: Female

Nationality: Kenyan

Languages: English, Kiswahili

**SKILLS POSSESSED**

* Analytical
* Adaptable (work in changing environment)
* Quick Learner
* Able to Build Relationships
* Loyal and Discreet (maintain confidentiality)
* Flexible
* Responsible
* Able to Operate Under Pressure
* Efficient
* Detail-oriented

CAREER ASPIRATION

I aspire to learn and exploit my full potential in my career while acquiring professional skills that will be of value to my employer and I.

WORK EXPERIENCE

**Account Executive – April 2018 to date**

Exclamation Marketing

Westlands

**Responsibilities:**

* Assisting with the making of communication plans
* Assisting in event organization and management
* In charge of client’s social media during events
* Acting as the link between the client and the agency

Marketing Assistant – January 2018 – April 2018

Global Voices Limited

Ngong Road

**Responsibilities:**

* Visiting customers/external agencies
* Writing reports and company brochures
* Supports sales presentations by assembling quotations and proposals

Marketing Intern – May 2017 – August 2017

J. Walter Thompson Kenya Advertising Agency

Valley Road

**Responsibilities:**

* Briefing the creative team
* Presenting creative work to clients for approval or modification
* Arranging and attending status meetings
* Liaising with, and acting as the link between, the client and the advertising agency by maintaining regular contact with both, ensuring that communication flows effectively
* Negotiating with clients and agency staff about the details of campaigns
* Conducting competitive research
* Meeting and liaising with clients to discuss and identify their advertising requirements

**Industries of brands worked on:**

* Real Estate Industry
* Agricultural Industry

**EDUCATION**

Chartered Institute of Marketing (CIM), January 2018 – On-going

Strathmore University

Bachelor of Science Degree in International Business Administration with a Marketing concentration, January 2014 – September 2017.

United States International University Africa

**IGCSE, July 2012 – June 2013**

Juja Preparatory and Senior School

**844, January 2010 – July 2012**

Juja Preparatory and Senior School

**Kenya Certificate of Primary Education (KCPE), 2005 - 2009**

Riara Road Primary School

**PERSONAL INTERESTS**

Reading motivational books

Community work

Travelling

Team sports

**VOLUNTEER EXPERIENCE**

I completed 91 hours of community service at the Jacaranda Workshop for the disabled in Kileleshwa Nairobi.

Some of the activities I performed at Jacaranda workshop include assisting in making of jewellery using beads that we made, cleaning the workshops which included sweeping the floor, dusting the furniture and cleaning the windows.

**REFERENCES**

Florence Misawo,

Lecturer,

United States International University,

Tel: 254 722 736266

Esther Khamala,

Account Executive,

J. Walter Thompson Kenya

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