

Abigael Otieno

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CAREER OBJECTIVE

To gain experience in Brand Marketing and management through an entry-level opportunity while leveraging the knowledge and experience I have acquired to bring value to the organization as well as gain exposure to real-time operations of the organization.

EDUCATIONAL BACKGROUND

- | | |
|------------|--|
| 2018-2023 | Strathmore University
Bachelor of Business Information and Technology (BBIT)
Predicted Grade: Second Class Upper-Division |
| 2018 | Yunice Baking Center
Baking School Certificate
Professional Baker |
| 2014 –2017 | Loreto Convent Msongari
KCSE
Mean Grade: C+
Math B, English B |
| 2002-2013 | By Faith Junior School
KCPE
Grade 391
Math A-, English B+ |

WORK EXPERIENCE

Nov 2020 - May 2022 **Kishia Bakers**
Part-time social media and Operations Manager.

Responsibilities:

- Researching social media trends.
- Interacting with customers through the company's social media account.
- Using different social media tools to create and maintain the organization's brand.
- Scheduling content to be uploaded such as Instagram reels and posts through using different graphic design platforms such as Canva, Adobe Photoshop and Inkscape

February 2021-May 2021 **Kenya Pipeline Company**

Information and Communication Technology Intern under ICT service management

Responsibilities:

- Communicate with customers and different employees regarding different issues such as complaints which were IT related.
- Generate progress reports for the ICT department at the end of each week using excel

May 2020-Oct 2020 **Progolf Company**

Database Management System Intern

Responsibilities:

- Developing the organization's database system translated from English to French.
- Maintaining the database system.

January 2018-April 2018 **Larbcropt Laboratories and Supplies**

Part-time Finance and Operations Management Assistant

Responsibilities:

- Generate financial reports and work on improving company performance via different channels.

VOLUNTEERING

October 2020 – Present **Believers Discipleship Chapel**

Responsibilities:

- Live Broadcast Service using VMIX Software.
- Video Editing
- Creating posters for different occasions.
- Managing social media accounts. (Facebook and Instagram).

January 2020 – March 2020 **Parklands Baptist Church**

Responsibilities:

- I volunteered in the donations department to receive and organize donations that we would distribute to areas such as Kibra and Kangemi.
- I volunteered in the finance department where I got to understand several financial skills and was exposed to working in teams improving my communication skills.

ACHIEVEMENTS

- Kenya Model United Nations Certificate. (2020).
- Kenya Model United Nations Certificate. (2020).
- East Africa Model United Nations Certificate. (2016)

COMPUTER PROFICIENCY SKILLS

- Proficient in presentation software.
- Spreadsheets.
- Accounting software (QuickBooks).
- Proficient in communication and collaboration tools.
- Proficient in programming languages such as PHP.

EXTRACURRICULAR ACTIVITIES

- Member of the Strathmore German Club (2022).
- Member of Kenya Model United Nations Club (KMUN) (2019-2021).

INTERESTS

- Baking
- Traveling
- Hiking

REFEREES

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LECTURER STRATHMORE UNIVERSITY

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IT SECURITY OFFICER KENYA PIPELINE

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ICT SERVICE MANAGEMENT HEAD KENYA PIPELINE