

PO BOX 82
Eldoret
Tel:0705977071
www.Cloutcreations.buzz
Tanuailex417@Gmail.Com

ALEX TANUI

OBJECTIVE

Enthusiastic communication practitioner, Software Engineer and Graphic designer with solid problem solving skills. Seeking to lower workload of communication ,Tech companies and beyond.

SKILLS & ABILITIES

Professional

- Capable of designing and necessary concepts to be used in organization newsletters, templates, Magazine and social media platforms using designing software.
- Able of developing, designing and maintaining websites using web application and standalone software across several database platforms.
- Proficient in **HTML , CSS(Bootstrap, Tailwind), React JS, Next JS and JavaScript.**
- Capable of handling communication matters in an organization. Example, crisis management, organization communication both internal and external, stakeholder's relation e.t.c
- Excellent written and oral communication skills
- Ability to work in a team environment.
- Highly organized and able to manage multiple deadlines and priorities.
- Familiarity with assessment and evaluation tools (SPSS)
- Proficient in Digital marketing (SEO and SEM)
- Proficient in social media marketing (Facebook, Twitter, Instagram)
- Proficient in Videography and Photography

-
- Proficient in Adobe Suite Video and Photo Editing tools (**Adobe premier pro, Adobe Photoshop, Adobe Illustrator, Final Cut, Adobe After effect, Adobe Indesign**)
 - Coordinate office activities and operations to secure efficiency and compliance to company policies
 - Supervise administrative staff and divide responsibilities to ensure performance
 - Manage agendas/travel arrangements/appointments etc. for the upper management
 - Manage phone calls and correspondence (e-mail, letters, packages etc.)
 - Support budgeting and bookkeeping procedures
 - Create and update records and databases with personnel, financial and other data
 - Track stocks of office supplies and place orders when necessary
 - ☐ Submit timely reports and prepare presentations/proposals as assigned
- Personal
- Have a background in communication management skills and online integrated systems.
 - Excellent organization skills, able to prioritize my workload and multi-task brilliantly.
 - Keen to ownership of my work and continually looking to expand own areas of responsibilities.
 - Have a commitment to providing a great quality service to those I work for.
-

EXPERIENCE

JOURNALIST ATTACHÉ

May 2018- Aug 2018

KENYA NEWS AGENCY,

County Information Office

Narok.

Roles

Looking for news and feature stories to be published in the KNA website and social media.

Designing templates for local magazines and preparing e-cards for internal consumption.

VIDEOGRAPHY AND PHOTOGRAPHY.

GRAPHIC DESIGNER INTERN

April 2019- August 2019

County Government of Uasin-Gishu

Roles

Writing stories for the county government.

Shooting and Editing Videos and Photos

Handling Social Media pages

Updating and Maintaining County's web pages

Marketing and Advertising County Government Progress

Organizing press conference

Writing copy for LED advertisement screen

Coming up with content to be used in the County LED screen.

Creating and maintain image of the county through Media Relations.

Developing templates for the County Champion magazine and newsletter.

Designing e-cards for both internal and external consumption.

COMMUNICATION SPECIALIST

October 2019- August 2020

Echo cliff camp- Maasai mara

Roles

Advertising the Camp

Blogging

Designing travel templates and posters

Maintaining client relations

Photography and Videography

Advising the board on matter communication

COMMUNICATION AND MARKETING ASSOCIATE

From: october 2020 To : Date

Clout creations LTD

Roles

Web design

Copy writing for Advertisement

Crisis management

Event planning

Research and Proposal writing

Social media marketing

Logo and Brand designing

Videography and Photography

DIRECTOR OF PHOTOGRAPHY

November 2020- Feb 2021

Africa Uncensored (Documentary Production, Trouble Land)

Roles

- Developing a film's visual style.
- Determining lighting requirements on set.
- Deciding on the best camera angles and frames for scenes.
- Ordering and testing lighting and camera equipment.
- Supervising a camera crew and directing camera movement.
- Selecting the appropriate film stock.
- Determining camera aperture settings.
- Controlling natural or artificial lighting conditions.
- Liaising with electricians to ensure adequate electrical supply.
- Determining elements such as filters, shutter angles, focus, depth of field and camera distance.
- Editing visual elements in post production.

(i)CORPORATE COMMUNICATION OFFICER

(ii)TUTOR JOURNALISM AND MASS COMMUNICATION AND COMMUNICATION

From: April 2021 To: June 2022

Elgon view college Eldoret

Roles

Preparing Teaching material

Preparing exams for journalism students

Newsroom maintenance

Shooting and Editing Videos and Photos

Handling Social Media pages

Updating and Maintaining School web pages

Marketing and Advertising the school

Organizing press conference and managing media relation

EDUCATION

WARWA PRIMARY SHOOOL

From: 2004 To: 2011

KCPE : marks: 352/500

KABARNET HIGH SCHOOL

From: Feb 2012 To: Nov 2015

KCSE: Grade B+

COMPUTER PRIDE COLLEGE

Diploma in Graphic Design

Grade: Distinction

MAASAI MARA UNIVERSITY

From: Sep 2016 To: October 2020

Bachelor of science in Communication and Public Relations(second Class honors upper division)

Diploma in Media Law(international press)

UBUNIFU CODING COLLEGE

From: February 2020 To: March 2021

Certificate in Software Engineering (web development)

MORINGA SCHOOL

From: November 2022 To: Date

Post Graduate certificate in Software Engineering (Full-Stack)

COMMUNICATION

It's PR that needs to be creative. It's PR that needs to be new and different. It's PR that needs to be original. The best way to establish a brand is to create a new category, and creating a new category requires creative thinking of the highest order.

LEADERSHIP

Head of Technical team of United Nations Youth Association Mara Chapter.

Head of Production Radio Mara (online Radio)

Lapid leaders Africa

Lead self pillar

REFERENCES

MABEL KEYA

County Information officer,

Kenya News Agency

Tel: 0720760274

AMOS KIPRUTO

Communication officer

County Government of Uasin-Gishu

Tel: 0719506741

IAN KAMAU

Head of marketing and communication

CloutCreations

Tel:0729505084

NANCY ADAGALA

Head of Media department

School of Arts and Social Science

Maasai Mara University

Tel: 0722941766

JOYANN MULINYA

HOD Journalism and mass communication department

Elgon view college

Tel: 0725820617



DA 2D 7005 718

MAASAI MARA UNIVERSITY

On recommendation of Senate and having satisfied all
the requirements prescribed thereof
the University confers upon

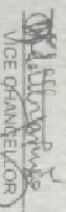
Tanui Kipruto Alex

the Degree of


BACHELOR OF COMMUNICATION AND PUBLIC RELATIONS

Second Class Honours (Upper Division)

and was admitted at a congregation held at this University
on the Twenty Third Day of December in the Year Two
Thousand and Twenty


VICE CHANCELLOR




DEPUTY VICE CHANCELLOR
(ACADEMIC AND STUDENT AFFAIRS)

