

AUGUSTINE ATHANASIUS AMAECHI

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SUMMARY

- Virtual Assistant and Psycho- Social Counsellor
- passionate about healthy social relationship and work life
- Currently engaged in a certificate course on Virtual Assistance (ALX), and Peer Counselling

EDUCATION

SJTI Affiliated to University of Kwa Zulu Natal –
South Africa (BA, Philosophy)

September 2019 – January 2021

Tangaza University - Nairobi, Kenya (Peer
Counselling)

October 2024 - Present

WORK EXPERIENCE

Management Intern

February 2021 - July 2021

St. Patrick's Missionary Society, West African Region– Lagos, Nigeria

- Assisted the company's accountant to sort files, enter digit and accounts into quickbooks and excel, created itenary and facilitated Official letters for Immigrations which helped her focus on banking and finances.
- Created and delivered a highly-praised presentation for the Regional leader's use in a meeting at Cameroon.

Chaplain Intern

March 2024 - May 2024

GK Prison – Eldoret, Kenya

- Collaborated with colleagues to plan and successfully execute psychological assessment and care programs that created a positive and conducive environment for 40+ prisoners

Chaplain Intern

Living room Hospital, Kipkorgot – Eldoret, Kenya

April 2024 - May 2024

- Assisted the psycho-social Team to attend to cancer patients who needed psychological accompaniment, and also to enter essential details into organization portal and keep confidential the information of those clients.
- Organized a project list and record list for patience whose psychological need may be related to a material lack that could be facilitated.
- Journeyed with the bereaved after the loss of a dear one.

VOLUNTEER ACTIVITIES

Data Entry, Accountant, Consolata Institute University , Nairobi

September 2024 - Present Helping with organizing Google Calendar Monthly

Caregiver, Missionary Sisters of Charity Orphanage Home, Otiende, Langata. Nairobi

August 2024 - Present Helping with Domestic works and keeping the children Company, Every Saturday

SKILLS

Communication Time Management Google Workspace Project Coordination Research Data Entry

INTERESTS

Working Remotely and Virtually

Counselling

Project Management

LANGUAGES

Kiswahili - Conversational

English - Fluent