

Contact

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Top Skills

Business Strategy

Marketing Strategy

Start-up Ventures

Languages

English (Native or Bilingual)

Swahili (Native or Bilingual)

Polish (Elementary)

Certifications

Google Hustle Academy

Wallace Milei

Founder| Tech Enthusiast| Strategist
Nairobi County, Kenya

Summary

I am a passionate entrepreneur. Throughout my career, I have honed my skills in problem-solving, research, and resourcefulness.

My journey in education has taken me from teaching basic computer skills to children in Kenya to working as a virtual assistant for a consulting company, where I handled various administrative duties. To founding a startup that empowers African freelancers by providing them with access to a global client base. I have also co-founded a tech start-up, emphasizing convenience and streamlining shopping experiences.

Currently, I am building Portfol.io. An AI powered startup that bridges the gap between skilled African freelancers and clients worldwide by providing a fully integrated freelance job marketplace tailored to the African market.

In addition to my practical experience, I am committed to continuous learning and growth. I hold a Diploma in Business Administration and am pursuing a Bachelor in Applied Business Management from BYU-Idaho. My educational journey reflects my dedication to combining my passion for teaching with cutting-edge technology.

Let's connect and explore how my unique blend of tech, and administration can create value and drive impact.

Experience

Portfol.io Kenya

Founder

January 2021 - Present (3 years 7 months)

Nairobi, Kenya

Portfol.io exists to bridge the gap between skilled African freelancers and clients worldwide by providing a fully integrated freelance job marketplace tailored to the African market.

Our mission is to empower African freelancers by providing them with access to a global client base, unlocking opportunities for economic growth, professional development, and social and economic advancement across the continent

We strive to facilitate meaningful connections, foster collaboration, and promote diversity in the freelance industry, ultimately contributing to the overall development of Africa's workforce and economy.

BKG Consulting Africa

Chief of Operations and Strategy

December 2022 - Present (1 year 8 months)

Nairobi, Kenya

1. Efficiently managed the calendar, scheduling appointments, and coordinating meetings for executives.
2. Booked travel arrangements, including flights, accommodations, and transportation, optimizing time and cost efficiency.
3. Provided timely responses to emails and phone calls, demonstrating strong communication skills.
4. Prepared and sent out business correspondence, ensuring professionalism and accuracy.
5. Maintained contact lists and databases, streamlining communication processes.
6. Managed office supplies inventory, reordering as necessary, and optimizing cost savings.
7. Offered exceptional customer service, addressing inquiries and resolving issues promptly.
8. Performed a wide range of administrative tasks, including data entry, file management, and project support.

Glide Consulting Kenya

Web Specialist

April 2019 - Present (5 years 4 months)

Nairobi, Kenya

Conducted comprehensive analysis and diagnosis of clients' IT infrastructures to identify strengths and weaknesses.

1. Collaborated with clients to align IT strategies with business objectives, ensuring optimal performance.
2. Provided professional social media management and design services, maintaining brand consistency.
3. Played a pivotal role in business development, identifying new opportunities and cultivating client relationships.
4. Managed day-to-day operations, ensuring the smooth delivery of services and projects.

St. Monica Integrated School

Computer Teacher and Technical Administrator

October 2020 - December 2023 (3 years 3 months)

Ngong, Kajiado County, Kenya

1. Implemented a comprehensive curriculum for teaching basic computer skills to children aged 5-14, fostering digital literacy from an early age as required by the Ministry of Education.
2. Managed a dynamic classroom environment, ensuring a positive and engaging learning experience.
3. Collaborated with school staff to integrate technology into other subjects, enhancing cross-disciplinary learning.
4. Administered and maintained the school's technical infrastructure, including troubleshooting and resolving hardware and software issues.
5. Coordinated with external vendors for IT support and equipment procurement for example Internet Service Providers with the highest quality bandwidth.
6. Conducted regular assessments to gauge students' progress and adjusted teaching methods to address individual learning needs.

ERRAND GUY SERVICES LIMITED

Co-Founder

August 2017 - February 2019 (1 year 7 months)

Nairobi, Kenya

Co-founded Errand Guy Services Limited, a tech startup with a mission to enhance convenience in shopping experiences through mobile and web platforms.

1. Collaborated closely with investors to develop and refine the company's concept and business strategy.
2. Conducted market research to identify target demographics and competitive landscape.

3. Oversaw the development of the mobile and web platforms, working closely with developers to ensure functionality and user-friendliness.
4. Established partnerships with retailers to expand the range of available products.
5. Managed the day-to-day operations of the company, including order processing, customer service, and logistics.
6. Implemented marketing strategies to promote the platform and drive user adoption.

Self-employed

Blogger/ Writer

2015 - December 2017 (2 years)

Nairobi

Blogger and writer with a different view on life

The Church of Jesus Christ of Latter-day Saints

Head Intern

July 2015 - July 2016 (1 year 1 month)

Nairobi, Kenya

Began as an intern and quickly transitioned into the role of a personal assistant to the Self-Reliance Center manager.

1. Organized the manager's daily schedule and appointments, optimizing time management.
2. Accompanied the manager to meetings, taking notes, and facilitating follow-up actions.
3. Actively sought out empowerment opportunities for church youth and facilitated their participation.

Grow Exhibitions

Sarit Center Expo Hall

September 2011 - September 2014 (3 years 1 month)

Nairobi County, Kenya

Managed floor operations and logistics for international business expos held over three consecutive years.

1. Oversaw the setup and breakdown of exhibition booths, ensuring a smooth flow of the event.
2. Coordinated with exhibitors and vendors to meet their requirements and address issues.
3. Managed a team of staff and contractors, delegating tasks and ensuring efficient teamwork.

4. Worked closely with event organizers to execute the expos according to their specifications.
5. Handled customer inquiries and resolved any on-site issues promptly.

Education

Brigham Young University - Idaho

Bachelor's degree, Applied Business Management · (January 2023 - December 2026)

BYU-Pathway Worldwide

Certificate, Foundational Course · (September 2021 - September 2022)

Kenya Institute of Management

Diploma in Business Management, Business Administration, Management and Operations · (2013 - 2015)

Aga Khan Highschool

Highschool Diploma · (2009 - 2011)