

Lynet Wanjiru.

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QUALIFICATIONS SUMMARY.

- A dependable Front end developer with a background in web development and design seeking an opportunity to expand skills and contribute to the organization's success. •A perfectionist when it comes to designing and integrating user interfaces.
- Staying updated with the new technologies and changes in the high-tech world.
- A clear and concise writer of communications and development documentation. •Designing and implementing scalable codes.
- Expert in recognizing and fixing bugs in codes.
- Excellent collaborator among teams.
- Strong communication skills, working harmoniously with teams and under minimal supervision.
- Excellent reporting provides prompt feedback during the development process. •Problem-solver who enjoys solving challenging issues through extensive research and analysis.
- Willingness to continue developing professional skills that benefit the company and the individual.
- Broad knowledge of computer hardware, network operations, and maintenance. •Detail-oriented with a demonstrated ability to follow all policy and procedures. •Flexible and easily blend in with people in various social environments.
- Patient in working with frustrated and impatient clients.
- Effective stress tolerance makes me intentional with what is needed to be done. •I am considered hard working, ethical, and detail-oriented.

EDUCATION.

Diploma in Software engineering

June 2022-Dec 2022 | PowerLearn Program

Certificate of Social Media Marketing

Nov 2022 | Alisons' Courses

Diploma in Information and Communications Technology

Oct 2019- June2021 | Nairobi Trust

Diploma in Customer Care

June 2020 | Alisons' Courses

KCSE

2011-2014 | Naivasha Girls' High School

WORK EXPERIENCE.

SIDP , British Council

Mathare Youth Center | June 2022(3week pilot program)

- I was responsible for offering digital skills for people who are excluded in the society i.e pwd, women and young people.
- I took part in recruiting the students to be picked for the training program.
- I was responsible for ensuring each of my student understood and felt free to ask when stuck.
- I ensured I offered the students with helpful resources outside of the set curriculum to help broaden their knowledge.
- I ensured participation of students and inclusivity.

SOCIAL MEDIA MANAGEMENT AND CUSTOMER SUPPORT.

Farmers' market Karura | Aug 2021–Dec 2021

- I would regularly engage with our followers over calls and social-media messaging to answer their inquiries.
- I ensured participation of our audience through direct messages and polls.
- I designed and posted relevant content and campaigns across all social media platforms.
- I planned and designed digital campaigns using Canva to retain and build our online community.
- I managed to achieve the target engagement by exploiting all digital marketing aspects of social media marketing.
- I would critically handle complaints and offer solutions to our customers.
- I would identify trends in customer interactions by constantly researching.
- I offered administrative help to my employer such as monitoring their emails, drafting communications on their behalf, planning and organising meetings and their travel.
- I provided customer support when needed and maintain good business relationships.
- I created marketing content calendar.
- I analyzed the engagement data.

WEBSITE MANAGEMENT,

Elite Studios – Nairobi Kenya | April 2020 – February 2021

- I reinforced the company's culture of inclusivity, and teamwork with regular team meetings.
- I designed and implemented new features and functionality to their website.
- I ensured high performance, availability and managed all technical aspects of the Wordpress site.
- I helped formulate an effective, responsive design and also turned it into a working theme and plugin.

SKILLS.

- Excellent communication skills
- Creative
- Flexible
- Organized
- Hard-working
- Reliable and dependable
- Great customer support

REFEREES.

Ms. Mitchel Tracy, Project Officer, NairoBits Trust m.tracy@nairobits.com, +254 700178194

Mr. John Kimunyi, IT Specialist, Elite Studios johnmuiruri09@gmail.com, +254 716533934

Mr. Dennis Andaye, Karura Farmers' Market

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