

Carole Mutemi

Associate Software Developer & Virtual Assistant

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Location: Kenya

Professional Summary

Versatile professional with expertise in software development, linguistics, and virtual assistance. Skilled in building responsive applications, managing projects, and delivering high-quality digital solutions. Passionate about leveraging technology for efficiency and innovation. Quick learner, problem solver, and strong team collaborator.

Skills

- **Frontend:** HTML, CSS, JavaScript, React.js, Angular, Bootstrap, Tailwind CSS
- **Backend:** Python, Node.js, Express.js, JSON Server, RESTful APIs
- **Tools:** Git, Visual Studio Code, Postman, LaTeX, ChemDraw, Microsoft Office Suite, Google Workspace
- **Other Skills:** Computational Linguistics, Virtual Assistance, Data Analysis, Project Management, Customer Service

Experience

Freelance Software Developer & Virtual Assistant

2020 – Present

- Developed responsive web applications using HTML, CSS, JavaScript, and React.js
- Provided virtual assistance services, including email management, scheduling, and customer support
- Managed client communications, ensuring smooth workflow and high-quality service delivery
- Conducted market research and data entry tasks to assist businesses in optimizing operations
- Consulted on computational linguistics projects, offering language analysis and content creation
- Managed freelance projects, ensuring timely delivery and quality work

Data Analyst – Enlabeler

April 2024 – August 2024

- Analyzed and labeled datasets for machine learning models
- Ensured data accuracy and consistency for AI training purposes
- Collaborated with a global team to meet project deadlines and quality standards
- Utilized various data analysis tools to improve labeling efficiency

Language Instructor & Educator

2020 – 2024

- Taught Kiswahili and History, creating engaging and interactive lessons
- Developed curriculum materials to enhance student learning and retention
- Integrated technology into teaching to improve classroom engagement

Projects

ChamaNest

A digital solution for managing chama savings and financial tracking

- ▶ Built using HTML, CSS, JavaScript, and JSON Server
- ▶ Enables groups to track contributions, loans, and savings goals
- ▶ Enhances transparency and financial planning through centralized communication

Valentine App

A React-based interactive web application for Valentine's Day engagement

- ▶ Designed using React components and state management
- ▶ Created a visually appealing UI with CSS animations

FitClub

A gym management app for tracking workouts, diet plans, and fitness goals

- ▶ Developed using React.js and Node.js
- ▶ Implemented user authentication for personalized fitness tracking
- ▶ Designed an intuitive UI to improve user experience and engagement

Virtual Assistance Dashboard

A centralized platform to streamline virtual assistant tasks and improve workflow efficiency

- ▶ Created using HTML, CSS, and JavaScript
- ▶ Integrated task management, scheduling, and communication tools
- ▶ Optimized for productivity and ease of use

Education

Garissa University

Bachelor of Education (Arts) – Kiswahili & History

- ▶ Graduated: 2024

Certifications

- ▶ Virtual Assistance Certification – ALX, Africa
- ▶ AI Career Essentials Certification – ALX, Africa
- ▶ Software Development Certification – Moringa School

Soft Skills

- ▶ Strong Communication
- ▶ Time Management
- ▶ Problem-Solving
- ▶ Attention to Detail
- ▶ Adaptability

Languages

- ▶ English (Fluent)
- ▶ Kiswahili (Fluent)

Availability

Open to remote and on-site opportunities in software development, linguistics consultation, virtual assistance, and data analysis roles.

