

## CAROLE MUTEMI

### Associate Software Developer & Virtual Assistant

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Location: Kenya

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## 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.

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## 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

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## EXPERIENCE

### Virtual Assistant – HayekStudios (Remote, New York)

*April 2025 – Present*

- Assisting with administrative tasks, email and calendar management
- Supporting marketing campaigns and research
- Handling client communications with professionalism and detail

### Virtual Assistant – Red Espionage (Remote)

*March 2025 – Present*

- Engaged in lead generation, appointment setting, and social media support
- Managing spreadsheets, tracking outreach performance, and preparing reports

### 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 and delivered quality service

- Conducted market research and data entry tasks
- Consulted on computational linguistics projects, offering language analysis and content creation
- Oversaw freelance projects to ensure timely delivery

### **Freelance Data Annotator — Remotasks / DataAnnotation.tech**

*Remote | 2024*

- Labeled diverse datasets including images, audio, and video for machine learning projects
- Followed strict task guidelines to ensure high accuracy and consistency
- Worked on classification, segmentation, and transcription tasks for AI systems
- Met weekly KPIs and adapted quickly to new labeling tools and project requirements

### **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

### **Language Instructor & Educator**

*2020 – 2024*

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

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## **PROJECTS**

### **Eventify – Event Management System**

- Web application for managing and tracking event logistics and attendees
- Built using HTML, CSS, JavaScript, and JSON Server
- Includes event scheduling, guest management, and budget tracking tools

### **Ambulance App – Online Ambulance Booking System**

- Built using React.js and Node.js
- Allows users to request emergency ambulance services in real-time
- Features location tracking and automatic dispatch notifications

### **Valentine App**

- React-based interactive web app for Valentine's Day
- Designed with CSS animations and creative state-based features
- Engages users with a fun and visually appealing UI

### **FitClub – Gym Management App**

- Developed with React.js and Node.js
- Tracks workouts, diet plans, and fitness progress
- Implemented user authentication for personalized dashboards

### **Virtual Assistance Dashboard**

- Centralized tool for VAs to manage tasks and schedules
- Created with HTML, CSS, JavaScript
- Designed to streamline productivity with integrated features

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## **EDUCATION & CERTIFICATIONS**

### **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

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## **ADDITIONAL INFORMATION**

### **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.