CAROLINE MUTEMI
Associate Software Developer & Virtual Assistant
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Kenya

PROFESSIONAL SUMMARY

Versatile and results-driven software developer with experience in frontend and backend web development, virtual assistance, and linguistics. Proven ability to collaborate in agile teams, develop and debug responsive web applications, and work through the full SDLC. Quick to learn, detail-oriented, and passionate about using technology to deliver real-world solutions.

SKILLS

Frontend: HTML, CSS, JavaScript, React.js, Angular, Bootstrap, Tailwind CSS
Backend: Python, Node.js, Express.js, JSON Server, RESTful APIs
Tools: Git, VS Code, Postman, LaTeX, ChemDraw, Microsoft Office, Google Workspace
Soft Skills: Communication, Team Collaboration, Time Management, Adaptability, Problem Solving
Other Areas: Computational Linguistics, Data Entry, Customer Support, Project Coordination

EXPERIENCE

Virtual Assistant – HayekStudios (Remote, New York)
April 2025 – Present

- Managed outreach campaigns and marketing research projects using Airtable and TextMagic
- Provided administrative and inbox support, calendar management, and client communication

Virtual Assistant – Red Espionage (Remote)
March 2025 – Present

- Performed lead generation, cold outreach, and social media engagement
- Maintained outreach spreadsheets, tracked campaign performance, and supported client scheduling

Freelance Software Developer & VA
2020 – Present

- Built and deployed user-centric web applications using HTML, CSS, JS, and React.js
- Provided virtual assistance services including customer service, calendar/email management
- Collaborated with clients to gather requirements, implement features, and debug issues

- Consulted on computational linguistics projects with emphasis on syntax and language patterns

Data Analyst – Enlabeler (Remote)

April 2024 – August 2024

- Labeled and cleaned datasets to train AI models

- Collaborated with global teams to ensure high accuracy and delivery within timelines

Language Instructor & Educator

2020 – 2024

- Delivered engaging Kiswahili and History lessons while integrating educational tech

- Designed digital content to support student learning and assessments

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PROJECTS

Eventify – Event Management System

- Designed and developed a responsive event planning web app using HTML, CSS, JS, and JSON Server

- Implemented scheduling, budget tracking, and guest list features

- Participated in the full SDLC from requirement gathering to final deployment

Ambulance App – Emergency Dispatch System

- Built with React.js and Node.js for real-time ambulance booking

- Integrated location-based services and automated dispatch notifications

- Debugged user issues, maintained responsiveness across devices, and deployed updates

Valentine App – Interactive UI Experience

- Developed a themed interactive web app using React with creative CSS animations

- Implemented state-based rendering to customize user experience

- Focused on front-end interactivity and visual storytelling

FitClub – Gym Management Platform

- Created with React.js and Node.js, including secure login and personalized dashboards

- Features include workout planning, diet tracking, and fitness progress charts

- Participated in debugging, user feedback integration, and UI enhancements

Virtual Assistance Dashboard

- Designed a central hub to manage VA tasks, schedules, and client communications

- Built with HTML, CSS, and JavaScript for fast performance and usability

- Emphasized productivity and intuitive layout to optimize workflow

EDUCATION

Moringa School — *Software Development*
Completed*: 2025 (Graduation : July 11, 2025)*

Garissa University — *Bachelor of Education (Arts) – Kiswahili & History*
Graduated: 2024

CERTIFICATIONS

- Virtual Assistance Certification – ALX Africa
- AI Career Essentials Certification – ALX Africa

ADDITIONAL INFORMATION

Languages: English (Fluent), Kiswahili (Fluent)
Availability: Open to remote and on-site opportunities in software development, linguistics, and virtual assistance roles