

CURRICULUM VITAE

CELESTINE LENAH PAUL

CONTACT INFORMATION

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PERSONAL PROFILE STATEMENT

A highly motivated and detail-oriented professional with extensive experience in writing, graphic design, cashiering, and virtual assistance. Skilled in content creation, data entry, transcription, business email management, professional resume writing, and blogging, with a strong passion for Tech, research and creative problem-solving. Experienced in transcription and blogging, delivering accurate and engaging content across various platforms. I possess strong critical thinking and communication skills, complemented by a passion for research and mentoring. My background in pharmacy provides a unique perspective on health-related topics, enabling me to produce insightful content and visually compelling designs. Adept at analysing information, identifying trends, and developing well-structured insights to enhance decision-making. With a keen ability to multitask, meet deadlines, and adapt to new challenges, I am committed to excellence in every task I undertake. I am eager to leverage my skills in a dynamic, growth-oriented role fostering innovation and continuous learning.

LANGUAGES

- English (Fluent)
- Kiswahili (Fluent)

EDUCATION

2022- Present: Kabarak University, Main Campus

- Bachelor of Pharmacy

July, 2025 to present: Power Learn Project

- Certificate in Software Development

January, 2023 to April, 2023: Ajira Digital Program, Kenya- online

- Freelance writing, graphic design, blogging and content creation certificate

January, 2025 to March, 2025: Ajira Digital Program, Kenya- online

- Data entry certificate

January, 2025 to February, 2025: Ajira Digital Program, Kenya- online

- Virtual assistance certificate

February, 2025: HP Life – Online

- Business Email management certificate
- Professional Resume Writing Certificate

2018 – 2021: Mbitini girls Secondary School, Kitui

- Kenya Certificate of Secondary Education (KCSE)
- Grade Achieved: A-

2009- 2016: Kasang'u Primary School, Kitui

- Kenya Certificate of Primary Education (KCPE)
- Marks achieved: 327 out of 500 marks

WORK EXPERIENCE

May, 2022- August,2022: Interned as Cashier at Equity Bank, Mutomo Branch

Key Roles and Responsibilities

- Processed customer transactions including deposits, withdrawals, and payments
- Managed cash flow, ensuring accuracy in daily balancing
- Provided excellent customer service by assisting with banking inquiries
- Maintained confidentiality and professionalism in handling financial transactions
- Assisted in promoting banking products and services

December, 2023 – January, 2025: Freelancer Writer at Tutor Writers

Key Duties and Responsibilities

- Researched and wrote high-quality, engaging content across various topics
- Edited and proofread articles to ensure clarity, coherence, and grammatical accuracy
- Wrote high-quality power point presentation
- Adhered to client guidelines and deadlines for content delivery
- Conducted keyword research and optimized content for Search Engine Optimization when required

August, 2024: Data Entry at Equity Bank, Mutomo Branch

Key Duties and Responsibilities

- Entered and updated large volumes of data in spreadsheets and databases with accuracy.
- Verified information by cross-checking source documents to ensure completeness.
- Maintained data confidentiality and integrity while handling sensitive records.
- Organized files for easy retrieval and generated basic reports as needed.
- Met daily data entry targets while resolving discrepancies with team members

January, 2025 to April, 2025: Graphic Designer at Design Nook Interior Designer

Key Roles and Duties

- Designed logos, social media graphics, and marketing materials to enhance brand identity.
- Created visually appealing layouts using Adobe Photoshop and Canva to meet client requirements.

VOLUNTEER EXPERIENCE

2023- present:

- Mentor at St. Bakhita Bahati Girls' Secondary School in Nakuru county [November,](#)

[2024 to December, 2024:](#)

- Worked in William's Chemist, Mbitini in Kitui county

SKILLS

Hard Skills	Soft Skills
Virtual Assistance and Data Entry	Leadership
Graphic Design	Communication
Computer Literacy, Blogging	Critical Thinking
Transcription, Freelancer writing	Public Speaking
Business Email Management	Problem Solving
Professional Resume Writing	

HOBBIES

- Research and Designing Creative Content
- Public speaking and Mentoring
- Professional Development
- Lifelong learning
- Academic Writing

- Blogging

CERTIFICATION

- Certificate in Freelancer Writing, Content Creation, and Transcription
- Certificate in Virtual Assistance
- Data Entry certificate
- Professional Resume Writing Certificate
- Business Email Management Certificate
- Pre-clinical and Clinical Pharmacy Competitions Certificate
- Public Speaking Excellence Award

REFERENCES

Zak Syengo,

Marketing Director, Karibu Credit Limited,

zsyengo@karibucredit.co.ke 0706757140

Dr. Kalacha Dareen

Subcounty Pharmacist, West Pokot Subcounty cheropdareen12@gmail.com

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