

# DANIEL OTIENDE

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Fullstack Developer

Kirinyaga, KUTUS



## SUMMARY

Highly motivated and professional Executive Secretary with a year of experience in full stack react python fullstack developer . Proficient in package management, security implementation and databases configuration. Possess exceptional communication and interpersonal skills with a proven ability to work independently and as part of a team.

## EDUCATION

### Kirinyaga University

Bachelor's Degree in Electronics and Computer Engineering. 2024-2026

## SKILLS

- .NET dev
- Django dev
- MERN STACK

## CERTIFICATIONS

- Webdev certification from CSK
- Webdev from Udemy

## PROFESSIONAL EXPERIENCE

### Executive Secretary

Ingoude Company | 2018 - Present

- Manage the schedules and calendars of the CEO and other senior executives
- Coordinate and schedule meetings and conferences with internal and external stakeholders
- Prepare and distribute meeting agendas, minutes, and other relevant materials
- Handle confidential information and documents with discretion and maintain their proper organization

### Executive Assistant

Wardiere Inc. | 2016 - 2018

- Managed calendars, scheduled appointments, and arranged meetings and conferences
- Prepared and distributed reports, presentations, and other materials
- Handled confidential documents and maintained their proper organization
- Coordinated travel arrangements and accommodations for executives and guests

### Executive Secretary Intern

Aldenaire & Partners | 2015 - 2016

- Assisted executive secretary in managing and coordinating schedules, meetings, and travel arrangements for senior executives
- Conducted research and prepared reports on various topics related to the company's operations and industry trends
- Provided administrative support, including answering phone calls, responding to emails, and preparing correspondence