

518 RUNYENJES  
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# MUGENDI DANCAN.G.

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## SKILLS

- Graphic Design (Adobe Photoshop, Illustrator, Canva)
- Online Marketing (SEO, Social Media Marketing, Email Marketing)
- Online Writing & Editing (Articles, Blogs, Copywriting)
- Typing & Transcription (70+ WPM, accurate and fast)
- Video Editing (Adobe Premiere Pro, CapCut, DaVinci Resolve)
- IT Skills (MS Office Suite, Basic Networking, Troubleshooting)
- Data Entry & Data Annotation (Excel, Google Sheets, Labelbox)
- Presentation Design (PowerPoint, Google Slides)

## EXPERIENCE

**SAFARICOM PLC, KENYA** – *Graphic Designer & Digital Marketer*  
**Jan 2024 – Present**

- Designed marketing materials including banners, flyers, and social media posts.
- Managed and grew social media accounts, increasing engagement by 40%.
- Developed content marketing strategies and analyzed campaign performance.

**UPWORK / FIVERR-REMOTE, KENYA** – *Freelance Content Writer & Video Editor*  
**Jul 2022 – Dec 2023**

- Wrote SEO-optimized blog posts, website content, and newsletters for clients globally.

- Edited over 100 videos for YouTube and social media platforms with consistent client satisfaction.
- Transcribed over 150 audio files with 98% accuracy.

**EQUITY BANK KENYA – MERU, KENYA** – *IT Assistant & Data Entry Clerk*  
Jan 2021 – Jun 2022

- Entered and verified customer data with high accuracy.
  - Assisted in basic IT support including software updates and troubleshooting.
  - Participated in data annotation projects for machine learning initiatives.
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## EDUCATION

**MERU UNIVERSITY OF SCIENCE AND TECHNOLOGY, KENYA** – *Bachelor of Science in Information Technology*

2020 – 2024 (Expected Graduation: Dec 2024)

**Nyangwa Boys High School, EMBU KENYA** – *Kenya Certificate of Secondary Education (KCSE)*

2016 – 2019

**Emmanuel Preparatory Primary School EMBU KENYA**, – *Kenya Certificate of Primary Education (KCPE)*

2007 – 2015

## AWARDS/CERTIFICATES

- Google Digital Marketing Certification – Google (2023)
- Adobe Certified Professional in Graphic Design – Adobe (2024)
- Transcription Pro Certification – Rev Academy (2022)
- Microsoft Office Specialist (MOS) – Microsoft (2021)

## LANGUAGES

- English
- Swahili
- Bantu
- French

