

Dennis Amutsa Okonyo

Phone: +254 740968098 | Email: amutsadennis@gmail.com | [LinkedIn: linkedin.com/in/dennis-amutsa](https://www.linkedin.com/in/dennis-amutsa)

PERSONAL DETAILS

- Date of Birth: 21st August 1997
- Nationality: Kenyan
- ID No: 34216304
- Gender: Male

PROFESSIONAL SUMMARY

I am a versatile Virtual Assistant and Web Developer with a strong background in Flask, Python, Google Sheet

CORE COMPETENCIES

- Virtual Assistance: Skilled in managing administrative tasks, scheduling, task tracking, and client communication
- Web Development: Proficient in Flask, Python, HTML, CSS, and JavaScript for creating responsive and d
- Data Management: Expertise in Google Sheets and Excel, including data analysis, complex functions, an
- Client Collaboration: Strong communication and project management skills to ensure clear understanding
- Problem Solving: Analytical mindset with a proactive approach to troubleshooting and finding creative solution

CAREER OBJECTIVE

To contribute my technical and administrative skills as a Virtual Assistant and Web Developer by providing

PROFESSIONAL EXPERIENCE

Freelance Virtual Assistant & Web Developer

January 2022 - Present

Key Responsibilities:

- Managed client scheduling, correspondence, and data tracking to support seamless daily operations.
- Developed data-driven applications using Flask and MySQL for inventory, task management, and client d
- Automated data processing in Google Sheets and Excel, improving data accuracy and saving clients hour
- Built responsive websites for clients in various industries, enhancing online presence and improving user
- Provided virtual support with calendar management, email handling, and project coordination.

Key Achievements:

- Created an automated tracking system using Google Sheets and Excel, increasing data accuracy and efficiency
- Designed a web application for a supermarket with full cart functionality, contributing to an improved e-com
- Supported clients with high-quality administrative services, from concept to project completion, ensuring

EDUCATIONAL BACKGROUND

1. **Bachelor's Degree** – Marist University
2. **Diploma in Web Development** – Kiwan College, Rongai (October 2021 - December 2022)
3. **Certification in Virtual Assistance** – ALX Africa (August - November 2024)
4. **Kenya Certificate of Secondary Education (KCSE)** – St. Charles Lwanga, Kakamega (2015 - 2018)
5. **Kenya Certificate of Primary Education (KCPE)** – St. Albert's Shanjero, Kakamega (2007 - 2014)

OTHER SKILLS AND TRAINING

- Web Development: Full-stack development with HTML, CSS, Flask, Python, and MySQL.
- Data Management: Skilled in data analysis, automation, and reporting using Google Sheets and Excel.
- Project Management: Effective at managing multiple projects and meeting deadlines with precision.

LANGUAGE PROFICIENCY

- Fluent in English and Swahili
- Technical Documentation: Experienced in creating and interpreting documentation for client and develop

TECHNICAL SKILLS

- Web Development: HTML, CSS, JavaScript, Python (Flask)
- Data Tools: Google Sheets, Excel
- Database Management: MySQL, SQLite
- Office Tools: Microsoft Office Suite (Word, Excel, PowerPoint)
- Graphic Design: Adobe Photoshop, Adobe Illustrator, Canva

INTERESTS

- Technology: Passionate about leveraging tech tools for productivity and efficiency.
- Continuous Learning: Enthusiastic about skill enhancement in web development and data management.
- Creative Solutions: Enjoys finding innovative ways to streamline and enhance workflow.

REFEREES

1. Tabitha Kihara

Lecturer, Kiwan College, Rongai

Tel: 0721361245

2. Sharon Lusuli

Senior Client, Freelance Services

Tel: 0728720708