

**Contact Information**

Full Name: James Gitahi Mathenge

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Motivated professional with strong copy/paste skills, website navigation, and attention to detail. Committed to excellence, positive attitude. Experienced in computer use and internet research. Flexible with quiet home office space.

**Skills**

- Copy and Paste Skills: Proficient in using keyboard shortcuts to efficiently transfer information.
- Web Navigation: Skilled at toggling between websites to gather and organize data.
- Attention to Detail: Strong focus on accuracy and precision.
- Organizational Skills: Able to manage tasks effectively and maintain order.
- Positive Attitude: Motivated and adaptable, contributing to a collaborative work environment.
- Computer Literacy: Familiar with various software applications and internet tools.
- Quiet Home Office Space: Equipped with a distraction-free workspace.
- Flexibility: Available to work 24/7 as needed.

**Education**

Bachelor of Information Technology, Africa International University

Graduation Year: 2025

**References**

Available upon request.