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PROFESSIONAL SUMMARY

Highly dedicated and results-driven finance and project management professional with a strong background in nonprofit development, strategic planning, budgeting, and community empowerment. Proven success in leading cross-functional teams, optimizing financial performance, and managing high-impact projects with measurable outcomes. Adept in donor engagement, stakeholder collaboration, and digital tools including Canva, QuickBooks, Excel, and website management.

PROFESSIONAL EXPERIENCE

Project Manager / Chief Finance Officer

Beyond Support Foundation • Nairobi, Kenya
July 2023 – Present

- Developed comprehensive project plans with clear scopes, timelines, and budgets, ensuring that projects align with organizational goals and donor expectations.
- Led cross-functional teams of professionals from various departments, fostering a collaborative work environment that ensured timely project delivery.
- Monitored and controlled project budgets, reducing operating expenses while increasing annual profits through strategic financial management.
- Spearheaded the optimization of project workflows, resulting in a reduction of project completion time and subsequent savings in operational costs.
- Enhanced team efficiency by implementing streamlined communication protocols, resulting in improvement in overall team productivity.
- Collaborated with external stakeholders, including government entities and international organizations, to ensure compliance with regulatory requirements and expand program reach.
- Successfully implemented a financial risk management system, significantly reducing financial uncertainties in project execution.
- Increased donor satisfaction through consistent communication, reporting, and the delivery of high-impact programs.

Freelancer (Graphic & Web Designer, Digital Consultant)

Self-employed • Nairobi, Kenya
Feb 2020 – Present

- Designed and hosted professional websites, utilizing Wix and other CMS platforms, to enhance client brand presence and user experience.
- Created marketing content, including banners, brochures, and social media posts, contributing to client acquisition and retention.
- Delivered over 250 milestone projects on Canva, enhancing client satisfaction with high-quality designs that improved online engagement.
- Utilized Adobe Suite and Canva Pro to deliver tailored design solutions, improving brand identity and market visibility for clients across multiple industries.
- Provided digital consulting services to startups and small businesses, helping them establish an online presence and grow their brand awareness.
- Assisted clients with e-commerce solutions, increasing online sales for various businesses
- Worked with clients to create consistent branding, ensuring their marketing efforts align with business goals and customer expectations.
- Managed client communications, from initial consultation to final delivery, maintaining customer satisfaction.

Cyber Cafe Station Administrator

Scanned Document Systems • Nairobi, Kenya
Mar 2023 – Jan 2024

- Supervised daily operations of a busy cyber café, ensuring smooth service delivery and customer satisfaction.
- Managed customer service operations, resolving complaints and inquiries promptly to ensure a positive client experience.
- Oversaw office machinery operations, including printers, fax machines, and computers, minimizing downtime and improving overall system performance.
- Maintained digital records, ensuring data accuracy and confidentiality in compliance with organizational standards.
- Managed inventory of office supplies and equipment, implementing an efficient tracking system that reduced wastage
- Coordinated client correspondence, ensuring timely responses to inquiries and efficient order-tracking processes.
- Trained new staff on operating procedures, enhancing team performance and customer service delivery.
- Contributed to the development of marketing strategies, increasing foot traffic through targeted promotions and advertising.

Automotive Salesman

Joniz Wheelz • Nairobi, Kenya
Feb 2020 – 2022

- Coached junior sales executives, improving their sales techniques and driving a 10% increase in showroom visits.
- Boosted annual sales through exceptional customer service, relationship-building, and effective social media marketing strategies.
- Led marketing campaigns, including promotions and advertisements, to increase visibility and generate new leads.
- Developed content for the dealership's website and managed its digital presence, resulting in an increase in online inquiries and test drive bookings.
- Provided expert guidance to customers, ensuring they received the best options for their needs and preferences, leading increase in customer satisfaction.

- Conducted in-depth market research to identify trends and adjust sales strategies accordingly, increasing the dealership's market share.
- Maintained strong relationships with both new and repeat clients, ensuring high levels of customer retention and loyalty.

Finance Officer

*Ministry of Gender • Nairobi, GPO
Feb 2022 – May 2022*

- Produced detailed financial reports and forecasts, presenting them to senior management and stakeholders to guide decision-making.
- Monitored departmental budgets and ensured compliance with financial policies, minimizing discrepancies.
- Prepared and submitted budgetary proposals for programs under the Ministry's mandate to the National Treasury for approval.
- Played a key role in analyzing financial data for performance reports, presenting insights that influenced the successful allocation of funds.
- Coordinated the preparation of financial reports for the Ministry's projects, ensuring compliance with auditing standards.
- Enhanced financial operations by automating recurring tasks, reducing processing time and improving reporting accuracy.
- Collaborated with other government agencies to streamline financial reporting processes and ensure timely submissions.

Assistant Account Manager

*Hulu Branch • Nairobi, Kenya
Aug 2021 – Oct 2021*

- Successfully increased member enrollment through targeted campaigns and personalized event planning.
 - Coordinated payroll management, ensuring employees were compensated on time and in compliance with company policies.
 - Organised and facilitated educational workshops and seminars for employees and clients, enhancing knowledge and awareness of the company's services.
 - Trained new administrative staff, ensuring smooth onboarding and adherence to company policies.
 - Managed administrative tasks including client interactions, payment processing, and records management.
 - Worked with senior management to design promotional materials, resulting in increased visibility and client engagement.
 - Achieved compliance in financial documentation and reporting, contributing to the company's excellent audit results.
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ACHIEVEMENTS

- **2× Employee of the Year** at *Beyond Support Foundation* for exceptional leadership, financial oversight, and consistent impact on community-driven projects.
 - **Successfully Designed & Deployed 7+ High-Quality Websites** for NGOs, SMEs, and personal brands—recognized for seamless user experience, responsiveness, and visual excellence.
 - **Built a Strong Personal Brand as a Freelance Digital Consultant**, gaining multiple repeat clients through referrals and delivering standout results in design and web development.
 - **Secured Funding for Key Projects** at *Beyond Support Foundation* by writing winning grant proposals and presenting compelling cases to donors.
 - **Led Development of Impactful Concept Notes** that passed technical and programmatic reviews by funders, paving the way for successful project implementation and partnerships.
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EDUCATIONAL BACKGROUND

Core Humanitarian Certification

Disaster Ready Organization | USA | Online Course |
Completed Mar 5, 2025

QuickBooks Online Accountant Certification

QuickBooks/Intuit – Virtual
Completed 09/09/2024

Project Management Profession Certification

Simplilearn | India | Online Course | SkillUP
Completed Aug 4, 2024

Bachelor of Science in Finance (*Awaiting Graduation*)

Cooperative University of Kenya • Karen Campus
Enrolled Sept 2022

Diploma in Banking & Finance (*Credit*)

Cooperative University of Kenya • Karen Campus
Completed May 2022

Kenya Certificate of Secondary Education (K.C.S.E)

Mikuini High School • Machakos
Nov 2019
AGP: 43

CERTIFICATIONS & TRAINING

- **Canva Milestones:** 200 Designs & 50 Designs by Canva Team
 - **Canva Essentials Certification** – Canva Design School (*Dec 16, 2024*)
 - **Graphic Design Essentials Certification** – Canva Design School (*Dec 16, 2024*)
 - **Masterclass: GenAI & Productivity** – Simplilearn (*Mar 6, 2025*)
 - **Business Analytics with Excel** – Microsoft via Simplilearn (*Mar 2, 2025*)
 - **Core Humanitarian Certification** – DisasterReady, USA (*Mar 5, 2025*)
 - **Project Management 101: PMP Certification Training** – Simplilearn | SkillUP (*Aug 4, 2024*)
 - **Travel Manager Certification** – Mindtickle (*11 June 2025*)
 - **Certificate in Computer Studies** – Wisdom Collage (*Nov 2019*)
 - **QuickBooks Online Training (Attendance)** – (*Aug 14, 2024*)
 - **QuickBooks Online Accountant Certification** – (*Sept 9, 2024*)
 - **Leadership Certification (with Honors)** - Machakos Diocese | Machakos *Oct 2019*
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RECOMMENDATIONS

- **Ministry of Public Service, Gender, Senior Citizens Affairs and Special Programmes**
– State Department for Gender (*May 2022*)
 - **Beyond Support Foundation** (*Ongoing: 2023 – Present*)
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SKILLS

- Project Management & Reporting
 - Financial Analysis & Budgeting
 - Canva & Adobe Creative Suite
 - Web Design & Hosting
 - QuickBooks & Excel
 - Humanitarian Project Implementation
 - Social Media Marketing
 - Communication & Leadership
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REFERENCES

Ms. Sheila Gwadoya

Branch Manager – Joniz Wheelz Enterprises

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Admin – Hulu Branch

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