

CURRICULUM VITAE

JUDIE BOOKER

P.O BOX 446-00242, KITENGELA

CONTACT: +254725616337

EMAIL: juddiebt20@gmail.com

OBJECTIVE

Energetic and enthusiastic individual seeking to kick-start a career as a Virtual Assistant / Customer Care Representative. Adept at communication and problem-solving, eager to learn and grow in a customer-centric environment.

EDUCATION

2021 to date: Mount Kenya University Bachelors in Business Management

2009-2011: Kenya Power Training School Diploma in Computer Software Development

2005-2008: St. Lucia High School Kenya Certificate of Secondary Education

SKILLS

- Excellent communication skills, both verbal and written
- Strong interpersonal skills and ability to work well in a team
- Proficient in Microsoft Office Suite (Word, Excel, Outlook)
- Quick learner with a positive attitude
- Ability to handle multiple tasks and prioritize effectively
- Detail-oriented with a focus on providing exceptional customer service

EXPERIENCE

2022 to date: County Government of Kajiado Office Assistant

Duties

- Provide general administrative support to ensure efficient operation of the office.
- Enter data into spreadsheets, databases, or other software systems.
- Maintain filing systems and ensure documents are organized and easily accessible.
- Keep the office clean, organized, and well-stocked with supplies.
- Greet visitors, answer inquiries, and direct calls to the appropriate person or department.

ADDITIONAL SKILLS

- Fluent in English & Kiswahili
- Familiarity with Localization, Usability & Exploratory Testing

REFERENCES

- Available upon request