**JOSHUA MAINA**  
Nairobi, Kenya  
📞 +254 714 541 614  
📧 Budulicajoshua3@gmail.com  
💻 Aspiring Digital Inclusion Advocate | Junior Web Developer

**PROFESSIONAL SUMMARY**

Motivated and compassionate IT graduate with hands-on experience in web development (HTML, CSS, JavaScript), strong communication abilities, and a passion for inclusive tech. Equipped with solid knowledge of Microsoft Office and internet use, I am eager to support learners and contribute meaningfully to a positive and accessible learning environment. A quick learner and strong team player, I am deeply inspired by inABLE’s mission and ready to help advance digital literacy and accessibility.

**CORE SKILLS**

* Web Development (HTML, CSS, JavaScript)
* Learner Support & Communication
* Microsoft Word, Excel, PowerPoint, Internet Use
* Assistive Technology Awareness
* Team Collaboration & Time Management
* Conflict De-escalation & Emotional Intelligence
* Professional Written & Spoken English
* Documentation & Workflow Coordination

**RELEVANT EXPERIENCE**

**Assistant**  
*Mission in Action – Nakuru, Kenya*  
*Nov 2023 – Aug 2024*

* Supported students and caregivers in digital record-keeping and document management
* Coordinated scheduling and assisted in training logistics across departments
* Maintained a supportive and organized environment for vulnerable children

**Barista / Customer Engagement Lead**  
*Mama MIA Restaurant – Nakuru, Kenya*  
*Jan 2022 – Aug 2024*

* Delivered fast, friendly service while managing high-pressure situations
* Led digital order coordination and POS handling
* Fostered a warm, customer-first atmosphere

**Freelance Painter / Digital Project Liaison**  
*Independent Projects – Nakuru, Kenya*

* Designed and pitched digital mood boards and style concepts
* Maintained regular updates with clients via email and calls

**EDUCATION**

**Diploma in Business and Information Technology (DBIT)**  
Strathmore University – *Expected 2025*

**KCSE** – Nyahururu High School – *Grade: C+ (2023)*  
**KCPE** – Mission in Action – *Grade: 345 (2019)*

**TECHNICAL PROFICIENCIES**

* HTML, CSS, JavaScript (Project-ready level)
* Microsoft Office: Word, Excel, PowerPoint
* Google Workspace (Docs, Sheets, Gmail)
* Internet Research & Communication Tools
* Canva | Adobe Acrobat | CRM Tools | POS Systems

**RELEVANT PROJECTS**

* **Global-link** – Designed a portfolio using HTML, CSS, and basic JavaScript (mobile friendly)

**LEADERSHIP & INITIATIVES**

* Founder – *Journalism Club*, Nyahururu High School
* Public Speaking Champion (2x National Festival Winner)
* Author – *THE SHAPE OF ABSENCE*,
* Presented civic innovation idea at Strathmore Ideas Festival 2025

**LANGUAGES**

* English – Fluent
* Kiswahili – Conversational
* German – Basic Reading

**REFERENCES**

1. **MAXINE COLLINS**

DIRECTOR

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1. **IDAH IRUNGU**

TEACHER

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1. **NEIL TOMLIN**

FREELANCE PROJECTS

INDEPENDENT PROJECTS

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1. **MARGARET KARIUKI**

MANAGER

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