

A circular profile picture of a young man with short dark hair, wearing a blue t-shirt with white horizontal stripes. He is looking to the right with a slight smile. The background of the photo is a light, textured grey.

STEPHEN MUEMA

ABOUT ME

SKILLS AND EXPERTISE

- Creativity & Innovation
- Management Skills
- Proficient in MY SQL
- Leadership & Teamwork
- Content Writing & Research
- Critical Thinking & Problem-Solving
- Microsoft Office Suite: Word, PowerPoint, Excel, Outlook
- Graphic Design: Flyers, Posters, Marketing Materials
- Data Analysis: Excel, Tableau, SQL

LANGUAGES

- English (Fluent)
- Kiswahili (Fluent)

CONTACT

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✉ musyokas753@gmail.com

📍 Kiambu., Juja

PROFILE SUMMARY

Detail-oriented Mathematics graduate with a strong foundation in data analysis, writing, and graphic design. Skilled at transforming complex data into actionable insights using Excel, SQL, and Tableau, while excelling in content creation and visual storytelling. Proven ability to manage multiple client projects on Fiverr, delivering high-quality results in data analytics, content writing, and graphic design. Adept at problem-solving, critical thinking, and applying mathematical principles to real-world challenges. Passionate about innovation, continuous learning, and delivering data-driven solutions that enhance decision-making and efficiency.

EDUCATION

MAASAI MARA UNIVERSITY 2019 - 2023
BACHELOR OF SCIENCE MATHEMATICS

Graduated with Second Class Upper Division.

HIGH SCHOOL 2015 - 2018
NGOTO BOYS HIGH SCHOOL

COMPUTER SCHOOL Jan, 2018 - March, 2018
WELLS INSTITUTE OF DEVELOPMENT STUDIES

Graduated with a certificate of merit in computer packages and data analysis (Excel—passed with distinction.)

CERTIFICATIONS Jan, 2025

- Python Essentials 1 Certification: Successfully achieved the Student Level Credential for completing the Python Essentials 1 course, provided by Cisco Networking Academy in collaboration with OpenEDG Python Institute.
- Data Analytics Essentials—Done on Cisco Networking Academy

REFERENCES

Kennedy Wamuyu

C.E.O

Letwin Travel Solutions

☎ +254-746-888-234

✉ info@letwintravel.com

WORK EXPERIENCE

FIVERR

May, 2023 - Present

FREELANCE WRITER, DATA ANALYST & GRAPHIC DESIGNER

- Completed 10+ client projects in content writing, data analysis, and graphic design.
- Created visually appealing flyers and posters for marketing campaigns.
- Provided data-driven insights using Excel and Tableau to help clients make informed decisions.
- Delivered high-quality work while maintaining excellent client satisfaction and communication.

INDUSTRIAL ATTACHMENT May, 2023 - August, 2023 **LETWIN TRAVEL SOLUTIONS**

- Assisted clients with visa application processes for travel, studies, and business purposes.
- Conducted data analysis to improve customer experience and streamline application workflows.
- Engaged in customer service and consultation, ensuring high levels of satisfaction.
- Gained hands-on experience in business operations and client relationship management.

ACHIVEMENTS

- Managed five projects worth over \$10 million during industrial attachment.
- Successfully completed 10+ client projects on Fiverr with excellent reviews.
- Realized the vital aspects that contribute to the survival of an organization. This includes communication verbally and in writing, sound leadership style, good employee relations, and conducive working conditions.

HOBBIES

- Reading and researching—staying updated on industry trends and new technologies.
- Creative Writing: Crafting engaging content and storytelling.
- Graphic Design: Experimenting with digital art and branding.
- Problem-Solving Challenges: Engaging in analytical games and logical puzzles.
- Networking & Collaboration: Building professional relationships and working on team projects.
- Fitness and Outdoor Activities (playing football)