

ESTHER TRIZAR MUVAI

virtual assistant

CONTACT

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PROFILE SUMMARY

I successfully managed multiple tasks, met deadlines, and collaborated with clients across different time zones. I can also efficiently prioritize tasks manage schedules and maintain organized records.

EDUCATION

2023- to date
JOMO KENYATTA UNIVERSITY OF
AGRICULTURE AND TECHNOLOGY

- BsC biostatistics

2019-2022
MARYHILL GIRLS HIGH SCHOOL

- KCSE
- Grade B+

WORK EXPERIENCE

Freelance Virtual Assistant 2023

- Enhanced client efficiency by streamlining email communication, calendar management, and task organization across multiple clients, utilizing project management platforms and Google Workspace.
- Provided comprehensive administrative support, including data entry, research, and customer service resolution, ensuring accuracy and timely completion with minimal supervision.
- Demonstrated strong communication and problem-solving skills by collaborating with clients to understand their needs, troubleshoot issues, and deliver exceptional service.

SKILLS

- Administration
- Customer services
- Critical Thinking
- Account Management
- Project Management
- Calendar Management
- Inbox management
- Travel planning

Remote Content Writer 2022

- Focus on skills and experiences mentioned in the job description, such as communication, organization, project management, and problem-solving.
- Quantify your impact where possible (e.g., "improved efficiency" or "enhanced client satisfaction").
- Action verbs: Start each bullet point with strong action verbs to showcase your initiative and impact.
- Tailored language: Use keywords and phrases from the job description to improve your resume's relevance.

LANGUAGES

- English - Fluent
- Swahili - Fluent
- Spanish - Beginner