

Emmanuel Ochieng.

Email: emmanuelochieng35@gmail.com

Virtual Assistant | Executive Support | Remote Admin Specialist.

Certified Virtual Assistant trained to support remote executives, manage schedules, emails, and operations with precision and professionalism.

EXPERIENCE.

Virtual Assistant | Oct 2024 – Present.

- Provide administrative support, including scheduling, email management, and ensure seamless remote operations.
- Maintain professional communication and time management in remote settings.
- Conduct in depth online research to support decision making and project planning.

OTHER WORK EXPERIENCE.

Creative Writer | Nov 2022 – Feb 2024.

- Wrote and edited original content for digital and print channels, ensuring brand consistency.
- Researched industry trends to enhance content accuracy and relevance.
- Collaborated with designers and marketers, contributing to a 40% increase in website traffic.

Machine Operator | Adama Industries | Feb 2025 – May 2025.

- Operated and maintained industrial sealing and tissue production machines, ensuring quality and safety compliance.
- Streamlined packaging processes, improving production efficiency.

Piano Tutor | Apr 2020 – Present.

- Designed personalized lesson plans for students of all skill levels, improving retention rates by 30%.

- Fostered a positive learning environment, resulting in 100% student satisfaction.

Performing Musician | Oct 2019 – Present.

- Performed at 50+ venues and recording sessions across multiple genres.
 - Collaborated with artists to deliver high-energy, audience-engaging performances.
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Education.

Power Learn Project | Africa.

- Currently pursuing a Software Engineering course through the PLP Africa Scholarship program.

ALX Africa | Nairobi, Kenya.

- **Virtual Assistant Certification | Jul 2024 – Sep 2024.**
 - Mastered tools for remote administrative support, including scheduling and client communication.

ALX Africa | Nairobi, Kenya.

- **AI Career Essentials | Feb 2024 – Apr 2024.**
 - Gained hands-on experience through real-world projects and case studies.

Luminous Writers Kenya | Nairobi – 2022.

- Creative & Article Writing Certification

Kenya Conservatoire of Music | Nairobi – 2018.

- Studied music theory, performance and ensemble skills. Gained experience performing in live settings and supporting worship teams.
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Skills

- English Proficiency – CEFR Level C2.

- Administrative Support (Scheduling, Email Management, Calendar Management).
- Content Creation & Editing (Blogging, Proof-Reading).
- Technical Proficiency (Industrial Machinery, Virtual Collaboration Tools).
- Communication & Leadership (Team Collaboration, Client Relations, Client Support, Social Media Messaging).
- Tools (Google Workspace, Asana, Microsoft Office, Zoom, Calendly).
- Soft Skills (Team collaboration, client relations, problem-solving, Time management, adaptability, attention to detail, initiative).
- Fast Learner & Critical Thinker.