Marion Lilian Wangui Ndirangu

✉ writermarion247@gmail.com | 🔢 +254 723 811 830 |

⍟ Marionlilian

Professional Profile

Front-end developer with strong skills in Figma, HTML, CSS, JavaScript, and React.js, complemented by a background in Business Information Technology and Software Engineering course. Adept at building user-friendly, responsive, and visually appealing web applications. Demonstrates creativity, attention to detail, and strong problem-solving skills with experience in both technical and client-facing roles.

Technical Skills

- Front-End Development: HTML5, CSS3, JavaScript (ES6+), React.js
- UI/UX Design: Figma (wireframes, prototypes, responsive design)
- Version Control: Git/GitHub
- Other Tools: Tailwind CSS, Bootstrap, VS Code
- Soft Skills: Communication, teamwork, problem-solving, adaptability

Professional Experience

Executive Assistant | Kingdoms United

Aug 2022 – Present

- Designed and maintained the organization's website and social media platforms, enhancing visibility and engagement.
- Used Figma to create wireframes and prototypes for event pages and digital content.
- Coordinated digital projects, ensuring timely execution and high-quality output.
- Streamlined data management and reporting systems, improving efficiency.
- Coordinated strategic organizational programs and events, including mentorship workshops, youth development activities, and fundraising initiatives, ensuring timely execution and logistical efficiency.
- Support project planning and execution by managing calendars, scheduling meetings, and tracking deliverables across multiple initiatives, enhancing team productivity.
- Create and maintain documentation, including project reports, donor records, event proposals, and grant materials, aligning with organizational goals and compliance standards.

- Act as liaison between the Executive Director and key stakeholders including board members, volunteers, and external partners, fostering collaboration and maintaining professional communication.
- Assist in financial reporting and grant support, contributing to the preparation and timely submission of documentation for funding opportunities.
- Manage operational functions such as intern scheduling, data organization, youth attendance records, and performance tracking, ensuring accurate and up-to-date records.

Article Writing & Research Assistant

Sept 2020 – Present

- Produced structured digital content with strong attention to user readability and clarity.
- Collaborated with teams on content management, applying basic HTML/CSS formatting to improve online presentation.
- Conducted research and data analysis to support digital content strategies.

Sales Officer | Old Mutual Insurance Company

Apr 2019 – Jul 2020

- Leveraged strong communication skills to present solutions to clients.
- Built long-term customer relationships, applying organizational and digital tools to manage client records.

Education

Software Engineering
Zindua School | 2025

B.Sc. in Business Information Technology
Meru University of Science and Technology | 2014 – 2019

Kenya Certificate of Secondary Education
Chinga Girls High School | 2010 – 2013

Projects

- Personal Portfolio Website – Built with React.js and styled with Tailwind CSS, showcasing projects and skills.
- Job Board Listing Mockup – Designed a responsive prototype in Figma and implemented the front-end using HTML, CSS, and JavaScript.

Extracurricular & Interests

- Web design & prototyping
- Football, traveling, reading