+254743933541

kevinmwithiga@gmail.com

KEVIN MWITHIGA

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| personal profile |  | I’m a 20-year-old, highly motivated, and energetic self-starter with a deep passion for technology and a strong commitment to continuous learning. I have experience in Canva design and a background in network engineering, with one year of experience handling customer needs and technical services. Skilled in delivering exceptional client experiences, I excel at managing and resolving challenging situations with professionalism and efficiency. My adaptability, problem-solving abilities, and dedication to service make me a valuable asset in any dynamic work environment. |
| Skills & Abilities |  | * Canva Design * Project Management * Travel Management * Email Management * Calendar Management * Document Management(Google and Microsoft Packages) * Network Management * Videography * Psychological Insight * Research & Information Gathering * Collaboration & Teamwork * Adaptability & Flexibility * Resilient |
| Education |  | alx academy – KUTUS – virtual assisstant From August 2024 – October 2024  Certificate in Virtual Assistant KIRINYAGA UNIVERSITY – KUTUS – BSC COMPUTER SCIENCE From September 2023 – Ongoing KIambu Highschool – Karuri From 2019 – 2022  Certificate in Kenya Certificate of Secondary Education(KCSE) Highbridges academy - ndenderu From 2016 – 2018  Certificate in Kenya Certificate of Primary Education (KCPE) |
| Experience |  | Network Engineer, executive hostels Kutus, Kenya September 2023 - Present   * Managed and repaired the Wi-Fi system at various phases during crisis situations to ensure continuous network functionality. * Delivered good quality customer service in the building. * Monitoring network performance to ensure optimal operation and reliability. |
| vOLUnTEER ACTIVITIES |  | media administrater, incense sanctuary Kutus, Kenya January 2025 - Present   * Produced high-quality posters and videos for the institution. * Coordinate media relations, press releases, and official announcements to enhance institutional visibility. * Capture and document institutional events through photography, videography. * Work with different departments to align media strategies with institutional goals.  media administrater, bLESSED HOPE WANGIGE, Kenya January 2023 - August 2023   * Capture and document institutional events through photography, videography. |
| Languages |  | * Kiswahili – Native * English - Advanced |
| References |  | JORAM GITHAIGA CEO-REVILE ORGANIZATION  0797087801 |