

NICOLE ANN APONO

+254 758 548661

apononicole@gmail.com

www.linkedin.com/in/nicole-ann24

EXPERIENCE

KENYA SEED COMPANY, Kakamega — Sales & Marketing

1st September 2023 - 25 October 2023

Keep account of how much is sold by the end of the day and advise customers on what farm products to use while considering different factors.

Kenya Co-operative Creameries, Nairobi — Human Resource

February 2022 - April 2022

Worked in the Human Resource department for 3 months. Worked with the recruitments team, Health and Safety department, Compensation & Benefits, Payroll and Employee Records.

KENYA SEED COMPANY, Kitale—Marketing

February 2021 - April 2021

Stock Taking and Record Keeping of Sales made in a day. Advertisement of different farm products Produced by the company.

EDUCATION

ALX Africa, Remote - Virtual Assistance

August 2024 - October 2024

Learned and practiced on basic Virtual assistant roles, tools, skills & how to use them.

Moringa School, Nairobi — Software Developing

March 2024 - August 2024

A six month bootcamp to become a full-stack software developer

The Catholic University Of Eastern Africa, Nairobi — Degree in International Relations and Diplomacy

May 2019 - May 2023

LANGUAGES

English, Kiswahili

SKILLS

Technical Skills:

1. **Programming Languages:**
Python, JavaScript, HTML, CSS

2. **Frameworks:** React, Flask

3. **Databases:** PostgreSQL

4. **Tools:** Git, Google Workspace(Docs, Mail, Sheets, Meet, Drive, Slides, Forms & Calendar), Zoom, Canva, Trello, Jira, Notion, Microsoft Teams, Outlook, MS word

5. **Others:** RESTful APIs, SQLAlchemy, Meeting Agenda and Minutes, Internet Research, Data Entry & Expense Tracking, Planning Researching & Booking Travel, Project Management and preparing Presentations.

Soft Skills:

1. **Communication:**
Strong written and verbal communication skills
2. **Problem-Solving:**
Ability to troubleshoot and resolve issues efficiently
3. **Teamwork:**
Experience working in collaborative

AWARDS

United Nations Academic Impact – CUEA Mental Health Movement

environments

4. **Time Management:**
Effective
prioritization and
multitasking abilities