

CURRICULUM VITAE

Name: Rosebell Wanjiru Wariara

Date of Birth: 4th November 2002

Sex: Female

Marital Status: Single

Nationality: Kenyan

Religion: Christian

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PERSONAL PROFILE

I have skills and knowledge in leadership, organization, and coordination. I also have problem-solving skills, all acquired from my experience of serving as a leader in high school, campus, and community-based activities.

I am a self-motivated and goal-oriented individual with abilities to carry out activities with minimum supervision.

EDUCATION

2023 to date: Machakos University Main campus Pursuing bachelor's degree in Computer Science.

2017-2020: Senior Chief Koinange High School

Attained: Kenya Certificate of Secondary Education (K.C.S.E) with a mean of B Plain.

Inclusive of a certificate in computer application having studied for four years.

Modules include.

- ✓ Introduction to the computer (Ms. Word, Ms. Excel, Ms. Access, Desktop Publishing, Internet and controls, data security and controls)
- ✓ Computer application
- ✓ Data processing
- ✓ System Developing
- ✓ Networking and Data communication
- ✓ Applications in I.C.T
- ✓ Programming Principles
- ✓ Data representation

Examined by KNEC 2020/21 and awarded a distinction A
2008-2016: Mama Ngina Primary School

Attained: Kenya Certificate of Primary Education (K.C.P.E)

LEADERSHIP: I have served as a class representative, a deputy school Captain, a School Captain, and a representative in a public speaking club.

I am a class representative at Machakos University, secretary of the Ajira Digital Club, Machakos University Representative at The Nairobi Region Campuses Ajira Digital Clubs, and vice chair of the Dig Future community in Nairobi County.

SPORTS: I believe that a healthy and fit body is key to a focused mind today life I enjoy playing handball, basketball, badminton, and table tennis.

KEY SKILLS AND COMPETENCES.

1. Interpersonal communication
2. Front office management
3. Java script skills
4. MS Point... excel... word
5. Programming and web design
6. Data entry
7. Python
8. Coding C+,C++
9. Graphic Design

10. Videography and photography
11. Research and innovation
12. Expertise in google apps and tools

WORK EXPERIENCE.

1. Cashier at Art Café
2. I also worked as a cashier at SamBell Eatery for 6 months
Data entry at 3M media
3. Volunteer works for NGOs...red cross and St.
John Ambulance
4. Marketing for Airtel Limited
5. I also worked as a part of Camera Crew member for 3M
Media which has covered both local coverage and foreign
advertising.
6. I have been an active member of the Ajira Digital Program
serving as the secretary at my University and a
representative of Machakos university at the Nairobi
Region Ajira Club Campuses.
7. I have also undergone training with Ajira Digital on
Virtual assistance and practiced on the same for a
period of 1 year working for direct clients across
different private organizations. To advance my
training I have also undergone training in virtual
assistance with ALX virtual courses.

LANGUAGES

- ✓ Fluent in written and spoken English.
- ✓ Good in computer language.
- ✓ Fluent in Swahili.

PERSONAL ATTRIBUTES

- ✓ Honest
- ✓ Critical thinker
- ✓ Time management
- ✓ Creativity
- ✓ Diligent worker
- ✓ Problem-solving
- ✓ Team player and leader
- ✓ Innovative
- ✓ Flexible
- ✓ Ready to learn

HOBBIES

- ✓ Participating in community-based activities
- ✓ Traveling
- ✓ Researching
- ✓ Reading Inspirational books

REFERENCES

Senior Chief Koinange Girls High School
Email: seniorchiefkoinange@gmail.com
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Mrs. Alice Ruhiu
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