

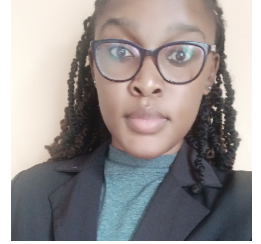
CONTACT

PAULLETE ADHIAMBO

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OBJECTIVE

I am self-motivated with a background in Strategic Management and Software Development, i am a highly efficient and diligent professional with experience in administration management, project monitoring and evaluation, social media management, data entry and strategic plan development. With advanced knowledge of Javascript, Python, HTML/CSS, GitHub. Application-based knowledge of compatible web designing according to the user requirement, catered projects in building user flows and process outlines.

PROJECTS

- <https://github.com/Paullete>

This is my GitHub link with several projects.

Tools: JavaScript, Python and Typescript, HTML, CSS

EXPERIENCE

December 2018 - -

- **Rotary Club of Nakuru The Great Rift Valley**

Volunteer

- Took part in WASH project and community training.
- Supported the club in planning for resilience and inclusion with a clear shared vision of longer term protection and solution outcomes.
- Supported the development of partnerships and networks between the club and the communities.

February 2018 - May 2018

- **Nakuru county government**

Intern

- Performed various administrative functions, including filing paperwork, delivering mail, sorting mail, and book-keeping, improving on my listening, organization, time management, resourcefulness and detail orientation skills.
- Handled the tasks of providing executive-level administrative support to the Manager office of the governor by managing day to day operational and administrative activities.
- Undertook efficient management of the office calendar, appointments and schedules, including monitoring and managing their daily program, providing support in preparing briefing documents, papers and letters when required.
- Organizing and managing the administrative work of the office including establishing internal procedures and tracking systems for correspondence and documents

December 2020 -
January 2022

- **Likumu Maesa Investments**
Public relations assistant
 - Carried out assessments on the status of the company activities impact on the environment and community, thus gaining data collection and analysis skills.
 - Developed a comprehensive database of past, present & future CSR activities and financial reports hence building my already present computer software know-how
 - Performed various administrative functions, including filing paperwork, delivering mail, sorting mail, and book-keeping, improving on my listening, organization, time management, resourcefulness and detail orientation skills.
 - Handled the tasks of providing executive-level administrative support to the Foundation Manager by managing day to day operational and administrative activities being the liaison point between the Manager and the Head of Departments, organizing the flow of work, prioritizing incoming requests, maintaining the Managers' complex calendar of appointments with CSR initiative beneficiaries and partners and following up to ensure timely responses.
 - Coordinating, planning and executing all events pertaining to the foundation office; by making necessary arrangements for the meetings and compiling and distributing background documentation.
 - Attending all the meetings chaired by the Foundation office manager; creating the agenda for the meetings in advance, carrying out background research and gathering information, and ensuring all invited parties attended and took minutes.

April 2022 - April
2022

- **Bizup**
Consultant
Consulted for the start-up Bizup on business models and marketing strategies for the application.

EDUCATION

2014

- **Moi Forces Academy**
Kenya Certificate of Secondary Education
B

2015

- **African institute of technology**
Computer proficiency
Pass

2019

- **Jomo Kenyatta University of Agriculture and Technology**
Strategic Management
Second Class-upper division

2021

- **Goethe Institute**
German A1
92

2022

- **Moringa school**
Software Development

SKILLS

- NPM
- GIT
- Bootstrap
- UNIX Command Line

- Agile Development
- Research
- Clickup
- Jira
- Figma
- Quantitative and analytical .
- Excel and PowerPoint
- Business strategy and development

LICENSES AND CERTIFICATION

- Moringa school full stack development certificate
- Goethe A1 Deutsch certificate

STACK

- AngularJs
- NodeJs
- Flask
- Django

LANGUAGES

- English
- Swahili
- German - A2
- French- A1

REFERENCE

- **George Ogombe - "Rotary Club of Nakuru the Great Rift valley"**
President
ogogeorge@yahoo.com
+254719313557
- **Lydia Adongo - "Likumu Maesa Investments"**
Founder, CEO
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+254720327184
- **Dr Mary Omondi - "Jomo Kenyatta University of Agriculture and Technology"**
Lecturer
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COMMUNITIES

- Angular Kenya
- Women Tech Makers
- She codes Africa

