

Emmanuel P. Kwoba

Certified Virtual Assistant & IT Support

Zimmerman

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[Here are Some More Skills](#)

EXPERIENCE

Open Teams, USA Remote — *Digital Marketing Intern*

September 2024 – December 2024

Setting up, executing, and tracking Ads and Social Media posts.

Springboard, USA Remote — *Data Indexer, Sourlinker, Project Auditor*

March 2024 – March 2025

Reviewing data and making sure that it is accurate before matching it.

EducaterHers Kenya, Kenya — *Volunteer Technical Support Engineer*

January 2024 - To date

Technical support engineer, web developer, data management, and Social Media manager

The Church of Jesus Christ of Latter-Day Saints, Uganda — *Humanitarian aid (Technology Specialist)*

December 2021 - November 2023

Trainer, District Leader, Referral Secretary, Technical Support, Ads manager, Content manager.

Lex Jameson Creative, USA (Remote) — *Web developer*

August 2021 - December 2021

Web developer, customer support, Search engine optimization, corporate emails and domain management

Billion hosting, USA (Remote) — *Web developer*

Jan 2021 - December 2021

Cpanel management, including corporate emails, domain, website configuration and management, technical support, payment management, WordPress, Shopify, and Wix development, and website/blog management.

EDUCATION

Ensign College: USA (Remote) - Degree

January 2024 - To date

Bachelor's of Science in Communication

Thunderbird School of Global Management, United Kingdom -

Certificate

January 2021 - March 2021

Transformational Digital Leadership Certificate

Kenyatta University and Mount Kenya University — Virtual —

Certificate

February 2021 - March 2021

Entrepreneurial Promotion Certificate

PROJECTS

Developed over 10 websites for free for non-profit organizations

STRENGTHS

- Great Customer Service
- Expert in data entry
- Critical Thinker
- Certified Virtual Assistant
- Excellent time manager.
- Self-starter, disciplined, and focused
- Attentive to details
- Lifetime learner

Skills

- Technical Support: 5+ years of customer service in Network and systems troubleshooting and web hosting, including 2+ years of phone support.
- Virtual assistance and administrative support
- Ads and click funnels management and report generation.
- Shopify: Expertise in the development and management of Shopify websites.
- Skilled in Canva
- Intermediate in Social media management.
- Expert in SEO and content management
- Excellent travel management skills
- Excellent research skills
- E-commerce development and management.
- Expert in Microsoft Office Suite.
- Remote Work: Experienced in remote environments.

AWARDS

- **Internet Computer:** Third in Building on Blockchain Hackathon.
- **Andela, Meta, and plural sight:** Andela React Learning Program.
- **Google African Developers:** Mobile Web and Cloud Participation Award
- **Andela and Slack:** Second Place in Slackathon
- **Teens in AI:** Certificate of recognition as Design thinking mentor.

LICENSES AND CERTIFICATIONS

- **ALX:** Virtual Assistant
- **Test PC & Client Pro:** Test Out Certification Center
- **Andela, Meta, and plural-sight:** Andela React Learning Program.
- **Google African Developers:** Mobile Web and Cloud Participation Award
- **Google:** Certificate in IT Support