

**Ronah Nkatha**

**Glen Allen, VA 23059**

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## **Work Experience**

### **Security Shift Supervisor/ Front Desk**

Allied Universal

September 2022 – to date

Monitor Cameras in the console, provide security in the building, greet and welcome guests and employees.

### **Paramilitary Police Officer**

Kenya Government

April 2016 – October 2021

Police Officer duties, maintaining law and order and arrests.

### **Office Assistant/Receptionist/customer Care**

Junica limited - Nairobi January 2013 to December 2015

My main role was to greet and welcome clients. Answer telephone calls. Store and file keeping. Scheduling meetings for the CEO. Helping staff where needed. Scheduling meetings between clients and staff

## **Education Background**

### **University Of Richmond**

June 2024 – to date

Bootcamp in Coding

### **Community College Degree**

J Sarge Reynolds- VA

May 2022 – May 2024

Associate's degree in social sciences

Associate's degree in general studies

**Kenya Institute of Criminal Justice**

2021-2022

Diploma in Criminal Justice and Forensics

**High school diploma**

Nkubu Secondary School - Meru, Eastern

January 2005 to November 2008

**Skills**

- Law Enforcement
- Military Experience
- Surveillance
- Security
- Driving
- Intelligence Experience
- Loss Prevention
- Communication Skills
- Conflict Management
- Emergency Management
- Leadership
- Translation (5 years)
- Customer service
- JavaScript
- CSS
- HTML5 (1 year)
- Visual s (Less than 1 year)

- Windows

## Languages

- Swahili - Expert
- English - Expert
- Meru dialect (local) - Expert