



SAMMY MUTHUSI

CREATIVE VIRTUAL ASSISTANT



0111343357



sammymuthusi234@gmail.com



available

U.S. Eastern Time (EST, GMT-5)

SKILLS

- Administrative Support
- Email & Calendar Management
- Research & Data Entry
- Customer Support
- Content Writing
- Project Coordination

TOOLS I USE

- Google Workspace
- Microsoft Office
- Trello & Asana
- Canva
- Slack
- Zoom

LANGUAGE

English

About Me

I'm a detail-oriented Virtual Assistant with a background in business management. I specialize in managing tasks, coordinating teams, and delivering high-quality support remotely. I am based in Kenya (GMT+3), flexible with U.S. (EST) and U.K. (GMT) time zones. I am passionate about productivity, communication, and helping businesses scale smoothly.

EDUCATION

Diploma in Business Management
University of Nairobi, 2023

- Virtual Assistant Certificate, ALX Africa
- Google Project Management, Coursera
- Remote Work Foundations, LinkedIn Learning
- Communication Skills, Alison

WORK EXPERIENCE

Freelance Virtual Assistant (Remote) – 2023 to Present

- Managed email inboxes and calendars for small business owners including BrightWave Marketing and EcoTrend Solutions.
- Coordinated projects and meetings using Trello and Asana for clients like UrbanStyle Interiors and NextGen E-commerce.
- Provided customer support through email and live chat platforms such as Zendesk and Freshdesk.
- Conducted web research and performed data entry tasks efficiently for various startups found on Upwork and Fiverr.