



SHARON KOECH

Virtual Assistant

Profile

A highly motivated Virtual Assistant with a strong background in Business Information Technology. Experienced in IT consulting, website management, and logo design, with a proven track record of efficient task management, exceptional customer support, and accuracy in data entry. Proficient in Google Workspace, project management tools like Trello and Asana, and skilled in handling confidential information. Adept at coordinating travel, managing complex schedules, and supporting executive decision-making.

Work Experience

2020
-
2023

INTERN AT MINISTRY OF EDUCATION, KENYA [IT CONSULTANT

RESEARCH
WEBSITE MANAGEMENT
LOGO DESIGN

2023
-
2024

DATA FLEET

DATA ENTRY
CUSTOMER SUPPORT
WEBSITE DESIGN
HANDLING CALENDAR EVENTS
SETTING UP MEETINGS
FILE MANAGEMENT TECHNICAL
TROUBLESHOOTING INVENTORY
MANAGEMENT CRM
MANAGEMENT RESEARCH

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 koechsharon100@gmail.com

 Nairobi, Kenya

Education

**BACHELOR OF BUSINESS
INFORMATION
TECHNOLOGY**
2020 - 2024

Expertise

DATA ENTRY

DIGITAL MARKETING

BRANDING

COPYWRITING

SEO

Language

ENGLISH

FRENCH

References

WAYNE BULLARD
DATA FLEET

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