

# EVALINE MWATHA

NAIROBI TOWN

+254727800099

evaheliud1@gmail.com

## **PROFESSIONAL SUMMARY**

Enthusiastic team player eager to contribute to team success through hard work, attention to detail and excellent organizational skills. Clear understanding of market research and client sourcing. Motivated to learn, grow and excel in various fields including but not limited to, research, administration and resources management. Passionate team player with exceptional ability to work with others to research and find solutions in different fields. Strategic and efficient marketing strategist with exceptional career skills in brand management, public relations and online promotions. Fiscally responsible in monitoring budgets by comparing and analyzing actual results with plans and forecasts.

## **SKILLS**

- Project management
- Database management
- Market research and client sourcing
- Real estate consultancy
- Calendar Management & scheduling
- Social media management
- Bookkeeping and invoicing
- Administrative support
- Market positioning
- Project management
- Public and media Relations
- Profession email correspondence

## **WORK HISTORY**

**Executive Virtual Assistant**- June 2023- December 2025 at PRETTY LUX BEAUTY HAVEN, New Jersey

- Coordinating virtual meetings with remote teams, ensuring that all meetings ran on time and within budget
- Managing a voice-activated virtual assistant to answer customer queries with 99% accuracy
- Managing a virtual assistant chatbot utilized to handle customer inquiries, resulting in a 5% increase in customer satisfaction scores
- Manage client's inbox and client communication
- Creating schedules, scheduling meetings through calendar management
- Receiving customer orders and initiating dispatch.
- Create, manage, edit and adjust website information in reference to developments

**Korean-practicing teacher and instructor**, August 1, 2022 to May 30, 2023 at TALENT SEARCH FOUNDATION Nairobi, Kenya

- Facilitated student-led activities to promote the exchange of culture and language
- Developed and implemented assessments to measure student learning and evaluate the effectiveness of instruction
- Utilized technology to enhance Korean language instruction and differentiate instruction for students with diverse needs
- Collaborated with colleagues to develop and implement cross-curricular activities that promote Korean language learning

**Assistant marketing manager and valuation surveyor**, March, 2020 to December, 2020 at FRESHWORLD ACHIEVERS LIMITED –Nairobi, Kenya

- Improved product marketing objectives by constructing communication initiatives and branding strategies to increase client outreach
- Capitalized on industry and marketplace trends to strategize solutions and enhance business operations.
- Collaborated with banks to value property for clients for mortgage acquisition.

**Intern as assistant operations manager and front office attendant**, September, 2019 and March,2020 at THE CREWS AFRICA LIMITED-Nairobi

- Organized company files and created support system to decrease workload and increase productivity of account managers.
- Delivered expert clerical support by efficiently handling wide range of routine and special requirements.
- Kept physical files and digitized records organized for easy updating and retrieval by authorized team

**Industrial attachment as valuation surveyor (motor and property valuer)**, April,2019 to August,2019 at FAHARI VALUERS LIMITED- Nairobi, Kenya

- Collaborated with mortgage companies to accurately determine loan and mortgage option for clients.
- Valued different auto motives (after inspection) and various developed and undeveloped property/land.

## **EDUCATION**

Bachelor of Science: Land Resource Planning and Management, JKUAT (Jomo Kenyatta University of Agriculture and Technology), Main Campus

- Achieved a second class honors

## **OTHER CERTIFICATIONS**

- Certificate in **Computer Systems and application packages** (KNEC)
- Certificate in **proficiency in Insurance** (College of Insurance, Kenya)
- Certificate in **virtual assistance** (FaithTech Academy, Nairobi Kenya)

## **REFEREES**

Available upon request.