

Miss, Stephany Akinyi

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📍 Nairobi

📅 2000/07/10

🚩 Kenyan

♀ Female

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🐙 github.com/Stephany-41

Profile

Dynamic and detail-oriented Virtual Assistant with a proven track record of providing administrative support to busy professionals and entrepreneurs. Equipped with strong organizational and communication skills, I thrive in fast-paced environments that demand efficiency and accuracy. My experience includes managing calendars, making travel arrangements, and handling correspondence professionally and carefully. I am adept at utilizing a variety of digital tools and platforms to streamline operations and ensure smooth workflow. I am committed to delivering high-quality results and am dedicated to meeting deadlines and exceeding expectations. Ready to leverage my skills and contribute to your team's success in optimizing productivity and achieving operational goals.

Skills

Proficiency in Microsoft Office (Word, Excel, PowerPoint)	● ● ● ● ●	Google Workspace (Gmail, Docs, Sheets, Calendar)	● ● ● ● ●
Project Management tools (Trello, Asana,)	● ● ● ● ●	Confidentiality and Trustworthiness	● ● ● ● ●
Communication Skills	● ● ● ● ●	Research & Problem-Solving Skills	● ● ● ● ●

Courses

2024/01 – 2024/03 Nairobi	Virtual Assistant <i>ALX Africa</i>
2024/03 – 2024/05 Nairobi	HTML and CSS <i>Zindua School</i>
2024/05 – 2024/07	Graphics Design <i>V.S.L Concepts</i>

Interests

• Technology and Software	• Web Designing	• Graphics Designing
• Coding	• Typing	• Technology Enthusiast
• Reading	• Music	• Writing (blogs, articles,)

Education

2022/01 – 2024/08 Nairobi, Kenya	Bachelor of Science in Computer Science <i>Mount Kenya University</i>
2019/01 – 2020/08 Nairobi, Kenya	Diploma in ICT <i>Kiriri Women's University of Science and Technology</i>
2014/01 – 2017/12 Homabay, Kenya	Kenya Certificate of Secondary Education <i>Mawego Girls High School</i>
2004/01 – 2013/12 Homabay, Kenya	Kenya Certificate of Primary Education <i>Pala Kojwang</i>