

KENNEDY AMUCHA

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[LINKEDIN](#)

RALEIGH, NC

TECHNICAL SKILLS

- Proficiency in Microsoft Office (Excel, PowerPoint, Word)
- Data entry
- Front-end web development: HTML, CSS, JavaScript,
- Back-end web development: PHP, Python
- WordPress development and customization
- UI/UX design using Figma.
- Responsive web design and cross-browser compatibility

EDUCATION

July 2025	Associates in Information Technology: Web Developer Wake Technical Community College Raleigh, NC
May 8 th 2024	Certificate in Information Technology: Programming Fundamentals Wake Technical Community College Raleigh, NC
May 8 th 2024	Certificate in Information Technology: IT Foundations Wake Technical Community College Raleigh, NC
May 8 th 2024	Certificate in Information Technology: Web Development Basics Wake Technical Community College Raleigh, NC

RELEVANT EXPERIENCE & PROJECTS

Flora Fauna – Multi Page Website | *Wake Technical Community College* | Jan 2024 – May 2024

- Created an imaginary café/plant nursery including branding, business goals and products.
- Developed a design brief highlighting business needs and website goals.
- Crafted a multi-page website using HTML, CSS, and JavaScript

Roots – High Fidelity Mockup | *Wake Technical Community College* | Jan 2024 – May 2024

- Used UX skills including user research and personas to create a highly curated fashion app targeting shoppers looking for a tailored experience.
- Design a high-fidelity mockup using Figma.
- Finalized design by utilizing user testing.

ADDITIONAL EXPERIENCE

May 2024 - Present

Receptionist/Office Coordinator

Womble Bond Dickinson – Raleigh, NC

Effectively represents company as the first point of contact for clients and vendors resulting in a pleasant and professional environment.

Politely and efficiently answers phone calls including taking messages, referring information and transferring which results in a smooth service experience for callers.

Works closely with the Director of Administration conducting office events including booking rooms, sending invites and catering services.

Assists legal staff with administrative tasks such as filing, processing invoices, creating spreadsheets and communicating with clients.

April 2022 – May 2024

Barista Lead

Starbucks in RDU Airport - Morrisville, NC

Crafted over two hundred orders daily of both drinks and food in a high volume and fast paced environment.

Trained ten new baristas according to Starbuck's standards.

Lead and managed over a hundred shifts including placing staff in position and deescalating difficult customer interactions.

September 2019 – March 2020

Receptionist

Lexus of Bellevue – Bellevue, WA

Politely and efficiently answered and triaged phone calls resulting in a seamless and pleasant experience for the caller.

Maintained reception area and all common areas resulting in a professional and tidy establishment.

Represented company as the first point of contact for visitors resulting in happy and returning clients.

Accurately kept detailed records of visitor requests and all calls received resulting in organized records and efficient service for sales associates.