

# YUNIA ACHIENG NYOBUNGA

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## PROFESSIONAL SUMMARY

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Detail-oriented Virtual Assistant with 10+ years of experience in providing comprehensive administrative and recruitment support. Proficient in managing schedules, coordinating recruitment processes, and maintaining organized workflows for efficiency. Adept at using tools such as Google Workspace, Trello, Slack and Asana to enhance operations. Strong communicator with a proactive approach to problem-solving and a test-and-learn mindset, always eager to learn new tools and processes. Known for handling tasks with speed, accuracy, and confidentiality.

## PROFESSIONAL SKILLS

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- **Recruitment Support:** Experienced in candidate sourcing, screening, and interview coordination.
- **Administrative Support:** Proficient in managing calendars, emails, and documentation for smooth office operations.
- **Data Management:** Skilled in organizing and maintaining recruitment databases and records.
- **Communication:** Strong written and verbal skills to coordinate between teams and candidates.
- **Tech Proficiency:** Knowledgeable in using productivity tools such as MS Office, Trello, and Zoom.
- **Attention to Detail:** Keen on delivering high-quality, error-free work in a fast-paced environment.
- **Confidentiality:** Trusted to handle sensitive information with discretion and integrity.

## PROFESSIONAL EXPERIENCE

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### Hebrew Learning for East Africa

*Virtual Assistant*

*April 2024 – August 2024*

- Coordinated and booked travel arrangements for a 5-city tour, managing flights within 2 months.
- Enhanced executive schedules, improving productivity and client satisfaction through efficient appointment management.
- Utilized Google Workspace, Trello and Slack for task management, increasing project efficiency by 10%.
- Prepared detailed Excel reports for cost tracking and organized Zoom meetings with clear agendas.
- Assisted in implementing a new virtual filing system, improving data retrieval and organization.

### Central Equatorial Internal Province of South Sudan

*Virtual Assistant/Personal Assistant*

*June 2022 – February 2024*

- Processed over 1,000 emails weekly, improving supervisor productivity by 10% through streamlined communication.
- Scheduled and coordinated over 200 appointments and 10+ Zoom meetings monthly, improving workflow and efficiency.
- Developed PowerPoint presentations for executive meetings, enhancing presentations with clear, concise visual aids.
- Maintained an extensive contact list, improving communication and access to critical contacts.
- Conducted research for high-level reports, enhancing decision-making with up-to-date data.

### Brad Consult

*Administrative Assistant*

*October 2019 – March 2022*

- Supported recruitment efforts by maintaining candidate databases, ensuring 100% accuracy
- Managed email inboxes and coordinated with key recruitment contacts, streamlining communication.
- Handled daily administrative tasks including scheduling interviews and preparing recruitment documents.
- Tracked candidate progress in the recruitment pipeline, providing regular updates to the team.

### The Christian Times South Sudan

*Research Consultant*

*June 2018 – August 2019*

- Conducted research to support recruitment and talent acquisition projects, improving hiring processes.
- Organized and maintained research data and recruitment reports for decision-making by project leads.
- Coordinated with stakeholders to gather and analysed recruitment data, enhancing process efficiency.

## **Episcopal Church of South Sudan**

### **Personal Assistant**

*January 2013 – April 2018*

- Managed executive calendars, scheduling 50+ appointments monthly across different time zones.
- Coordinated and managed logistics for 10+ events annually, including travel arrangements and accommodations.
- Developed and maintained detailed travel itineraries, ensuring smooth and timely travel for executives.
- Created and maintained a comprehensive database of contacts, improving communication efficiency.
- Assisted in handling sensitive and confidential information, maintaining professionalism and discretion at all times.

## **Sudan Evangelical Mission**

### **Administrative/Project Support Officer**

*January 2011 – November 2012*

- Coordinated and managed logistics for 10+ events annually, including travel arrangements and accommodations.
- Developed and maintained detailed travel itineraries, ensuring smooth and timely travel for Expatriate Staffs.
- Created and maintained a comprehensive database of contacts, improving communication efficiency.
- Assisted in handling sensitive and confidential information, maintaining professionalism and discretion at all times.
- Coordinated logistics for recruitment events and job fairs, ensuring smooth execution of hiring processes.
- Assisted in recruitment communication by liaising with candidates and organizing recruitment documents.

## **Mundri Relief and Development Association**

### **Administrative Assistant/Receptionist**

*November 2005 – December 2009*

- Optimized calendar management for staff and maintained an organized filing system for smooth office operations.
- Handled 20+ incoming calls daily, providing efficient and professional customer service.
- Supported office operations by performing data entry, document management, and office organization tasks.
- Managed a filing system with 1,000+ documents, ensuring efficient retrieval and management of office records.
- Coordinated office meetings and prepared meeting agendas, enhancing productivity and team communication.

## **EDUCATION BACKGROUND**

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### **AI Career Essentials**

#### **ALX**

*6<sup>th</sup> August 2024 – 15<sup>th</sup> September 2024*

- Applied AI-driven tools to enhance recruitment processes, including candidate sourcing and data analysis.

### **Virtual Assistant Certification**

#### **ALX**

*1<sup>st</sup> July 2024 – 9<sup>th</sup> September 2024*

- Developed administrative management skills, focusing on time management, communication, and digital organization.
- Gained proficiency in productivity tools such as Trello, Asana, and Microsoft Office Suite.

### **Human Resources Management**

#### **CORAT Africa**

*22<sup>nd</sup> October, 2012 – 9<sup>th</sup> November 2012*

Gained skills in administrative support, recruitment coordination, and project management.

### **Capacity Building Training for Development Workers on Gender in Development**

#### **Non-Violence Peace Force**

*19<sup>th</sup> November 2012 – 21<sup>st</sup> November 2012*

- Gained insights into gender-sensitive approaches to development and inclusive policies.

### **Project Cycle Management**

#### **Uganda Institute of Management**

*5<sup>th</sup> October 2012 – 10<sup>th</sup> October 2012*

- Applied project management tools to streamline workflows and enhance productivity.

### **Diploma in Business Administration and Management**

#### **Institute of Accountants and Commerce**

*August 2003 – May 2005*

- Enhanced understanding of business operations, leading to effective administrative processes.
- Strengthened decision-making abilities in fast-paced work environments through strategic coursework.

## **HOBBIES AND INTEREST**

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- Enthusiastic about exploring new cultures and learning about diverse ways of life.
- Reading business and management books
- Exploring advancements in technology and productivity tools
- Enjoys staying active through outdoor activities such as hiking and fitness workouts.