



# Stephen Kinuthia

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## PROFESSIONAL SUMMARY

Creative, skilled, and accomplished Content and Academic Research Writer with diverse knowledge of writing content for various websites and academic research papers. Expertise in quickly sizing up assignments, setting priorities, creating a timeline, and delivering high-quality content for multiple platforms within defined time frames. Leveraged knowledge of best Search Engine Operation (SEO) practices in creating content as per SEO requirements for better search engine performance.

## SKILLS

- Content Writing
- Creative Writing
- Editing and Proofreading
- Database Administration
- Blog Writing
- Web Writing
- Document Preparation
- Research
- Creative learning strategies
- Academic Clerical Support
- Academic Problem-Solving

## WORK HISTORY

### ACADEMIC RESEARCH WRITER

01/2019 to CURRENT

#### Pace Institute for Girls | California

- Skilled at working independently and collaboratively in a team environment.
- Self-motivated, with a strong sense of personal responsibility.
- Proven ability to learn quickly and adapt to new situations.
- Worked well in a team setting, providing support and guidance.
- Worked effectively in fast-paced environments.
- Excellent communication skills, both verbal and written.
- Passionate about learning and committed to continual improvement.

### JUNIOR ACADEMIC RESEARCH WRITER

03/2014 to 06/2018

#### St. Francis College | California

- Skilled at working independently and collaboratively in a team environment.
- Self-motivated, with a strong sense of personal responsibility.
- Proven ability to learn quickly and adapt to new situations.
- Worked well in a team setting, providing support and guidance.
- Paid attention to detail while completing assignments.
- Developed and maintained courteous and effective working relationships.

- Worked flexible hours across night, weekend and holiday shifts.
- Strengthened communication skills through regular interactions with others.

## EDUCATION

**Master of Science** | Psychology

12/2018

**Western Governors University , USA**

**Bachelor of Arts** | Business Economics

12/2017

**Thompson Rivers University , Canada**