



# Carrey Kenneth. O

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*Through my career in communications, I am passionate about using various types of media to communicate with different audiences. I have a bachelor's in journalism from the United States International University, and two Post Graduate Certificates from Durham College (Project Management and Advanced Filmmaking).*



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## Education

### **Project Management Post Graduate Certificate**

***Graduated October 2019***

Durham College, Oshawa, ON

- Cumulative G.P.A 4.4 out of 5 (*equivalent to A*) with Honour Roll standing
- Courses studied included principles of project management, project communication, project leadership, and project resource planning

### **Advanced Filmmaking Post Graduate Certificate**

***Graduated October 2018***


Durham College, Oshawa, ON

- Cumulative G.P.A 4.1 out of 5 (*equivalent to A-*) with Honour Roll standing
- Courses studied included cinematography, script writing and storyboarding, and production management

### **Bachelors Degree in Journalism**

***Graduated August 2013***

United States International University, Nairobi, KE

- Achieved highest distinction
  - Studied courses in corporate communication and media law and ethics
  - Participated in forums and business management talks specific to communications and project management
  - Wrote articles for magazines and directed short films showcased in film festivals
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## SKILLS

- Excellent written and verbal communication skills
- Solid team player
- Attention to detail
- Project management
- Time management
- Problem solving
- Research
- Microsoft Office suite (Outlook, Word, PowerPoint)
- Adobe Suite (PDF editor, Photoshop, Illustrator & InDesign)

## Experience

### DATA AND COMMUNICATIONS

#### **Impact Auto Auctions | Oshawa, ON**

*11/2019 to 04/2020*

- Coordinated with various stakeholders to ensure content development for marketing and branding purposes.
- Provided data entry for insurance companies, paying attention to detail to make sure all information is entered correctly
- Reviewed, evaluated, and categorized incoming documents to ensure accuracy and appropriateness of data
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- Arranged return to work formulas with clientele and internal staff post the corona virus pandemic.
- Utilized various computer applications to enter and retrieve necessary client data
- Provided informal guidance to co-workers and back-up support in the absence of others

### CLIENT SERVICE AGENT AND VIDEO EDITOR

#### **Redhouse Group and Media Edge Interactive | Nairobi, KE**

*01/2015-07/2017*

- Worked with several clients and multinationals such as British American Tobacco (B.A.T) and Nivea assisting them in their advertising campaigns
- Wrote scripts for tv advertisements and short films
- Shot and edited corporate videos, documentaries and tv commercials for our clients
- Prepared and presented pitches to acquire new clients
- Completed market research on behalf of clients which they then used for product analysis
- Created advertising materials for clients through various forms of media including videos, billboards, and newspaper ads
- Involved in the production of public service announcements

### COMMUNICATIONS ASSISTANT

#### **Kenya School of Government, Nairobi, KE**

*05/2014-12/2014*

- Independently drafted weekly articles, internal memorandums and newsletters which were included in the school's publications
  - Worked in tandem with various media houses in drafting press releases and communication mediums.
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