Priscilla Wangila

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SUMMARY

Organized and detail-oriented professional with a BSc in Meteorology and certification in Virtual Assistance. Proficient in data management, online research, and database maintenance, with strong communication and collaboration skills. Experienced in remote work environments and passionate about advancing health equity and creating inclusive digital solutions. Adept at managing multiple projects, meeting deadlines, and maintaining high standards of accuracy.

EDUCATION

ALX Africa – Nairobi, Kenya   **08/2024 – 10/2024**

Virtual Assistant

- Proficiency in managing schedules, calendars, and coordinating tasks efficiently.
- Skilled in handling data with accuracy and maintaining organized databases.
- Strong written and verbal communication for professional correspondence and client interactions.
- Ability to prioritize tasks effectively and meet tight deadlines.
- Experience using digital tools to collaborate in virtual environments seamlessly.

University of Nairobi – Nairobi, Kenya   **11/2020 – 06/2024**

BSc Meteorology

- Expertise in weather patterns, climate systems, and environmental impacts.
- Proficient in interpreting meteorological charts, satellite data, and creating accurate forecasts.
- Completed over 10 hands-on field studies, collecting and analyzing atmospheric data with 100% accuracy in reporting.
- Conducted research on prediction of flooding, earning a top score of 90%.
- Strong understanding of global climate dynamics, sustainability practices, and climate adaptation strategies.

ALX Africa – Nairobi, Kenya   **04/2024 – 06/2024**

AI Career Essentials

- Gained insights into the principles and applications of Artificial Intelligence in various industries.
- Learned how to identify challenges that AI can solve and propose innovative solutions.
- Developed skills in handling and interpreting data critical to AI-driven decision-making.
- Acquired awareness of ethical considerations in AI development and deployment.
- Familiarity with emerging AI technologies and tools for professional and organizational growth.

WORK EXPERIENCE

Freelance Writer – Nairobi, Kenya   **01/2023 – Present**

- Created well-researched and engaging content in fields such as health, environment, and finance
- Managed time-sensitive projects with precision and creativity
- Prepared, edited, and formatted documents, presentations, and reports for team projects
- Produced over 50 high-quality articles on science, environment, and health, meeting 100% of client deadlines.
- Maintained a 95% client satisfaction rate, ensuring repeat business and referrals.
- Improved content engagement rates by 30% through detailed research and tailored writing styles.

PERSONAL DEVELOPMENT

- Leadership: Former leader of the Nairobi University Meteorological Association (NUMA).
- Attended Global Summit Leadership in Karen, Nairobi.
- Interested in Nature Conservation, Climate Change Advocacy, and Digital Storytelling.

VOLUNTEER ACTIVITIES

- 'Clean My Estate' community project in Kasarani.
- Actively participated in University of Nairobi's 'Invest in Our Planet' webinar.

SKILLS

Technical Skills

- Proficient in analyzing and interpreting data using tools like Microsoft Excel and GIS software.
- Skilled in interpreting meteorological charts, satellite data, and using forecasting models.
- Experience with remote sensing techniques for atmospheric and environmental studies.
- Expertise in maintaining and updating accurate databases for research or organizational use.
- Hands-on experience with meteorological instruments (e.g., anemometers, barometers, radiosondes) and data collection.
- Knowledge of AI principles, ethical considerations, and their applications in problem-solving.
- Strong skills in creating technical documentation, reports, and presentations.
- Proficient in planning, scheduling, and executing projects within deadlines.
- Skilled in using Google Workspace, Zoom, and other tools for remote collaboration.
- Experience applying statistical methods to analyze meteorological and environmental data.
- Proficient in creating and analyzing spatial data visualizations.
- Skilled in using Microsoft PowerPoint and Canva for creating professional presentations.

Soft Skills

- Exceptional at prioritizing tasks, managing workloads, and meeting tight deadlines.
- Strong written and verbal communication skills for diverse audiences.
- Proven ability to lead teams, collaborate effectively, and guide group projects.
- Analytical and innovative approach to addressing complex challenges.
- Thrives in dynamic and remote work environments, quickly adapting to new tools and processes.
- Ensures accuracy and precision in data handling, research, and administrative tasks.
- Skilled in maintaining relationships and ensuring client satisfaction.
- Ability to evaluate scenarios logically and make well-informed decisions.
- Comfortable building rapport with stakeholders and working in multicultural settings.
- Sensitivity to ethical considerations in AI and environmental contexts.