WILLIS OPIYO

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ABOUT ME

As a proud alumnus of Zetech University, my journey has been marked by a deep passion for computers, programming, and article writing. With a solid foundation from my university, I've garnered over five years of experience in software and web development, continuously elevating my expertise through online courses and self-study. Beyond my core abilities in programming languages and technologies, I've also extended my skill set to include accounting principles and proficiency in Adobe's suite of programs, including Dreamweaver, Photoshop, Lightroom, and Premiere Pro. These tools have been pivotal in enhancing my work, particularly in video editing projects undertaken on platforms such as Fiverr and freelancer sites. In addition to my technical ability, my career trajectory has seen me evolve from a supervisor to an assistant manager at Icon Garden, a journey fuelled by relentless dedication and a commitment to growth. Through online classes and hands-on experience, I immersed myself in the intricacies of hospitality, culminating in my current leadership role. Furthermore, my spell as a procurement officer at Icon Garden provided me with valuable understandings into the procurement process, complementing my IT skills in both software and hardware domains. This complicated background has equipped me with a rounded understanding of diverse professional landscapes, enabling me to thrive in collaborative team environments and excel in solo endeavours alike. My journey underscores a steadfast commitment to continuous learning and adaptability, traits that have been instrumental in my professional development and contributed to my success across various roles and responsibilities.

MY SKILLS

PROFESSIONAL SKILLS

Open-mindedness | Openness to learning | Professionalism | Team Leadership
Excellent Communication| | Organization |Problem-Solving skills | integrity
Self-Motivation | Self-confidence | Flexible

TECHNICAL SKILLS

Web development | Networking | Python programming | Software Programming
Account management | React Programming | Database management
Client-server management | Computer security | Microsoft Office applications|
Computer management | JavaScript programming | IT management

WORK EXPERIENCE

SOFTWARE DEVELOPER/WEB DEVELOPER (Part-time)   Infinitech Circle | Nairobi, Kenya | Jun 2020 – May 2024

- Creating Beautiful Websites: I designed visually appealing and user-friendly websites for clients, ensuring they meet their needs and look great.
- Making Sure Everything Works: I tested the software and made sure it functions smoothly, checking for any issues or bugs that might affect the user experience.
- Fixing Previous Mistakes: I corrected problems left behind by previous developers, ensuring the website ran smoothly and met client expectations.
- Assisting with Website Control Panel: I helped clients with any issues they had with their website control panels, making it easier for them to manage their websites.
- Setting Up Email Services: I set up webmail services for clients and guided how to use them effectively, ensuring seamless communication for their businesses.
- Managing Websites at a Technical Level: I handled the technical aspects of managing clients' websites, ensuring they run smoothly and securely at the server level.
- Building Web Applications: I designed and developed custom web applications from scratch, tailored to meet clients' specific needs and requirements.

DESIGNER/ SOCIAL MEDIA MARKETING (Part-time)   Infinitech Circle | Nairobi, Kenya | Jun 2020 - May 2024
- Creating Logos: I designed logos for businesses and brands.
- Designing Posters and Banners: I created eye-catching posters and banners for various purposes.
- Crafting Social Media Content: I produced engaging content, including posters and graphics, for social media platforms.
- Engagement and Support: I interacted with users by answering their questions and engaging with their comments on social media platforms.
- Maintaining Active Social Media Presence: I ensured that social media pages remained active and updated with fresh content to keep audiences engaged.

SAFETRAC WEB DEVELOPER (Consultant)   Safetrac.co.ke | Kenya | Mar 2024 – May 2024
- Optimizing Website for Search Engines: I improve website visibility and ranking on search engines by implementing SEO strategies.
- Page Updates: I regularly update website pages to ensure content accuracy and relevance.
- Blog Management: I manage and update the blog page with fresh, engaging content to attract and retain visitors.
- Image Management: I refresh website images and add new client logos to showcase the latest partnerships and projects.
- Page Cleanup: I remove outdated or redundant pages from the website to maintain a clutter-free and user-friendly.
- Social media: designing social media content and editing videos.

FREELANCE WEB DEVELOPER/ VIDEOGRAPHER/ CONTENT WRITER/ IT CONSULTANT   fiverr.com | Kenya | Jan 2018 -Mar 2024
- My work is to take contracts that require me to code a certain part of the website
- Go through codes to see the errors and changes needed
- Edit videos by the client's desire
- Caption already edited videos
- Write a script and edit a script for clients
- Write a script for YouTube clients
- Update client computers
- Install windows and Microsoft office

ASSISTANT MANAGER/ SUPERVISOR (Full-time)   Icon Garden | Kiambu, Kenya | Apr 2022 – Feb 2024
- Providing the manager with the day-to-day operations and administrative duties: This involves taking charge of the daily tasks necessary for the smooth operation of the establishment. It includes responsibilities such as scheduling staff, managing inventory, handling customer complaints, and ensuring compliance with regulations.
- Answering guests' questions in the absence of the manager: In the absence of the manager, this role requires being knowledgeable about the menu, services offered, and any other pertinent information to provide excellent customer service and address guests' inquiries effectively.
- Hiring and training new staff: This involves identifying staffing needs, conducting interviews, and selecting qualified candidates to join the team. Additionally, it entails developing training programs to onboard new employees and ensure they are equipped with the necessary skills and knowledge to perform their duties effectively
- Checking that food or drinks being handled is up to standard: This responsibility involves maintaining quality control standards by regularly inspecting food and beverage items to ensure they meet hygiene, freshness, and presentation standards. It may also involve monitoring kitchen and bar practices to uphold food safety regulations
- Writing waiters/waitresses and staff members' shift orders: This involves creating schedules for staff members, assigning shifts, and ensuring adequate coverage during peak times. It requires effective communication with team members to accommodate individual preferences and availability while meeting operational needs
- Running day-to-day tasks like counter-checking on the muster roll-checking: This includes overseeing routine tasks such as verifying attendance records, monitoring time and attendance systems, and ensuring accurate documentation of staff hours worked. It involves attention to detail and adherence to company policies and procedures.
- Working with a given budget to meet the required standards: This involves managing financial resources efficiently to achieve operational goals while maintaining quality standards. It requires careful budget planning, cost control measures, and strategic decision-making to optimize resources and ensure profitability without compromising on quality or service.

PROCUREMENT OFFICER (Full-time)   Icon Gardens | Kiambu, Kenya | Aug 2020 – Apr 2022
- Purchase liquor for the restaurant
- Check for the lowest cost possible to help us cut losses
- Track orders that we had ordered from suppliers
- Negotiate contracts with companies such as Tony West Limited

SALES PARTNER (Contact)   Cintel core limitless | Nairobi, Kenya | Nov 2023 - Feb 2024
- Solution Sales: I sell our company's solutions to clients, meeting their needs and fostering strong relationships.
- Company Marketing: I promote our company through various channels, raising awareness and attracting potential clients

IT INTERN (contract)   Talent Soko Africa | Kajiado, Kenya | Aug 2020 – Dec 2022
- Manage the app database
- Update and write new code for the app
- Update on the downloads of the app on Google Play

IT PERSONNEL (part-time)   Siron Medical Center | Nairobi, Kenya |Jul 2022 – Oct 2023
- Maintain computers and systems
- Updating database
- Repair broken computer
- Repair CCTV cameras

IT ASSISTANT (Part-time)   Miti gap | Nairobi, Kenya | May 2019 – Feb 2023
- Help out in web designing
- Managing client databases
- Design and coding clients web applications

ACCOUNTANT(Part-time)   Icon hotel | Kiambu, Kenya |Feb 2019 – Sep 2020
- Check and keep to date on the sales of the club
- Follow up on the payment of the suppliers
- Pay the employees of the hotel
- Write cheques for suppliers
- Stock-taking

ACHIEVEMENTS & VOLUNTEER EXPERIENCE

JAVASCRIPT COURSE   17th Jan 2024
freecodecamp
SOCIAL MEDIA MARKETING   20th Feb 2023
Udemy online course
MACHINE LEARNING   4th Sep 2023
Codecademy online course
SOFTWARE ENGINEER   25th Aug 2022
Udemy online course
PROCUREMENT/ACQUISITION AND CONTRACT MANAGEMENT   19th July 2021
Udemy online course
JAVA SCRIPT PROGRAMMING   28th Nov 2019
Udemy online course
DIPLOMA IN COMPUTER SCIENCE   13th Nov 2020
Zetech University, Kiambu, Kenya
VOLUNTEER EXPERIENCE   16th June 2016
Peer Educator | I choose life, Nairobi, Kenya

VOLUNTEER EXPERIENCE   13th June 2023

Facilitator | Star of Hope, Juja, Kenya

LEADERSHIP EXPERIENCE   11th February 2014
Captain | Eastleigh High School, Nairobi, Kenya

P R O J E C T S

SAFETRAC LIMITED   2024
Safetrac limited website | Web Developer | www.safetrac.co.ke
MY PORTFOLIO   2024
Willis Opiyo website | Web Developer | https://willisopiyo95.github.io/willisopiyo.github.io/
ROBERT WESLEY PROJECT   2023
Robert Wesley media website | Web Developer | www.robertwesleymedia.co.ke
INFINITECH CIRCLE   2023
Infinitech circle website | Web Developer | www.infinitechcircle.com
GESTECH LIMITED   2022
Gestech website| Assistant Web Developer | www.gestechltd.com
SHREE CUTCH SATSANG SWAMINARAYAN ACADEMY   2022
Website revamp |Assistant Web Developer | www.scssacademy.sc.ke
JOSQUINE PROJECT   2022
Josquine website revamp | Web Developer | www.josquine.co.ke
BRIGHT MINDS BOOKS   2021
Bright Mind Books website |Assistant Web developer | www.brightmindbooks.net
NIFUNZE PROJECT   2020
Nifunze website | Assistant Web developer | www.nifunze.co.ke
MUMAKANJAMA PROJECT   2019
Website Design | Assistant Web developer | www.mumakanjama.com

E D U C A T I O N

DIPLOMA IN COMPUTER SCIENCE | Zetech University, Kiambu, Kenya   2017 - 2020
KCSE | Eastleigh High School, Nairobi, Kenya   2013 - 2016
KCPE| Heide Marie primary school/ Mathare 4A, Nairobi, Kenya   2003 - 2010

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REFERENCES

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