

KIPCHIRCHIR TOO

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Professional Summary

Adaptable and detail-oriented remote professional with 3+ years of experience in virtual assistance, front-end development, and diverse writing roles including ghostwriting, academic, and SEO content. Proven ability to work independently across time zones, manage priorities, and deliver high-quality work. Passionate about building client relationships, creating elegant web experiences, and producing meaningful content that converts.

Core Competencies

Virtual Assistance: Email & calendar management, customer support, data entry, travel scheduling

Web Development: HTML5, CSS3, JavaScript, React.js, Bootstrap, Git & GitHub

Content Creation: SEO writing, long-form ghostwriting, academic papers (APA, MLA), and marketing copy

Tools: WordPress, Shopify, Trello, Slack, Zoom, Google Workspace, Microsoft Office

Soft Skills: Communication, multitasking, attention to detail, time management

Professional Experience

Freelance Virtual Assistant

Upwork / FlexJobs – Remote | DEC 2024 – Present

Handled inboxes, calendar coordination, and Zoom scheduling for 15+ clients

Implemented task management systems using Trello and Asana, improving team productivity by 25%

Provided client support via live chat, email, and CRM tools with a 98% satisfaction rating

Front-End Developer (Remote)

WeWorkRemotely / Arc.dev | JAN 2024– Present

Developed clean, mobile-first UIs using HTML, CSS, and JavaScript for ecommerce and personal sites

Built React components and reusable code libraries to streamline development workflows

Collaborated with UI/UX teams using Figma and GitHub, delivering pixel-perfect products

Content Writer / Ghostwriter

Upwork / Reedsy – Remote | 2024 – Present

Ghostwrote 5+ books (20k–40k words) for entrepreneurs and thought leaders

Authored academic essays and thesis-level literature reviews with 100% on-time delivery

Created SEO blog posts ranking in top 10 SERPs, growing organic traffic by 40% for clients

Education

Bachelor of Law

University of Nairobi (Currently here)

Diploma in Software Engineering

Moringa School (2024)

Certifications

Responsive Web Design – FreeCodeCamp

JavaScript Algorithms and Data Structures – FreeCodeCamp

Copywriting Essentials – HubSpot Academy

Front-end development - Simplilearn

Languages

English – Fluent

Swahili – Native