

# BRIGHTON ONYANGO OOKO

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## CONTACT

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## SKILLS

- Excel
- Microsoft word
- Graphic design
- PowerPoint
- Creativity and innovation
- HTML and CSS knowledge
- Project management abilities
- Team collaboration
- Data entry
- Customer services
- Invoice management

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## LEADERSHIP

I have demonstrated strong leadership skills in managing a team of students and supervising daily office operations. I have experience in providing guidance and support to colleagues, setting performance expectations and addressing issues as they arise.

## PROFESSIONAL SUMMARY

Skilled in data entry, customer support, invoice management, with additional knowledge in HTML and CSS with a track record at Interior Design Company; Robenn Interiors. Equipped with strong problem-solving abilities, willingness to learn, and excellent communication skills. Poised to contribute to team success and achieve positive results. Ready to tackle new challenges and advance organizational objectives with dedication and enthusiasm.

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## WORK HISTORY

### **Graphic designer – Remote:** 04/2023 to current

- Developed creative design for print materials, brochures, flyers, and posters.
- Conceptualized creative designs for print materials, banners, and signs.
- Completed final touches for projects such as images sizes and font selection.

### **Sales support Representative**

- Provided customer service, processed orders, and managed client communications to support the sales team.
- Worked with sales team and marketing team to align promotional strategies and improve customer experience.

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## EDUCATION

**Bachelor of science** – computer science engineering, expected in **09/2028**

University of Pécs

**2019 - 2022**

Highschool Diploma,  
St. Joseph's School

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## REFERENCES

[Available upon request]