

Catherine Mung'ohe

Email: catelilungo@gmail.com | Phone: +254 792501015 | Location: Nairobi, Kenya

Profile Summary

Dedicated and versatile professional with experience in office administration, teaching, customer service, and data entry. Certified in Data Entry and Introduction to Web Development, with strong skills in data annotation, quality assurance, and IT support. Proven ability to adapt across diverse roles, manage responsibilities efficiently, and deliver high-quality results.

Relevant Experience

Freelance Data Annotation Specialist | 2021 – Present

Worked on multiple annotation projects across image, video, and text datasets for AI model training.

Completed projects for self-driving car datasets, medical imaging, and product categorization with over 98% accuracy.

Remote Annotation Projects – Various Platforms | 2020 – 2021

Contributed to labeling and QA for datasets in e-commerce and healthcare, ensuring compliance with project guidelines.

Delivered accurate and high-quality annotations while meeting strict deadlines.

Work Experience

Sep 2017 – Oct 2018 | Global Credit Consult Ltd

Office Administrator

- Managed daily office operations, including filing, record keeping, and correspondence.
- Assisted in preparing financial and administrative reports.
- Handled customer inquiries and provided front desk support.

Aug 2017 | IEBC

Clerk

- Registered voters and verified identification documents.
- Assisted in managing voting logistics and ensuring compliance with election procedures.
- Supported data entry and ballot reconciliation.

Dec 2016 – July 2017 | Benda Cyber Café

Cyber Attendant

- Welcomed and attended to customer needs at the reception desk.
- Maintained customer service records and processed payments.
- Coordinated with staff to ensure timely service delivery.

2014 – March 2015 | Riyadh, Saudi Arabia – Al-Jabri Dry Cleaning & Laundry Services

Receptionist

2012 – 2013 | Jabez Computer Services

Receptionist and Tutor/Computer Instructor

- Taught basic computer applications (MS Word, Excel, PowerPoint, Internet use).
- Provided administrative and customer service support.
- Assisted in managing student records and lesson schedules.

Apr & Sep 2011 | Vesta Guard Frandsen (Navakholo)

Division Supervisor

- Supervised and coordinated security guards in the division.
- Prepared duty rosters and monitored staff attendance.
- Reported incidents and ensured compliance with company policies.

Education

Certificate in Web Development (Full-Stack Development), SCITT (Ongoing)

Certificate in Cloud Computing - 2024

Kenya Certificate of Secondary Education (KCSE) – Grade C+ - 2010

Certifications

- Introduction to Web Development, Ajira (2023)
- Django for Web Development, Coursera (2023)
- Responsive Web Design, freeCodeCamp (2022)
- JavaScript Algorithms and Data Structures, freeCodeCamp (2021)

Technical Skills

- Front-end: HTML5, CSS3, JavaScript, Bootstrap, Tailwind CSS
- Back-end: Python, Django, REST API development
- Databases: MySQL, SQL
- Tools: Git, VS Code,
- Deployment: AWS, Pythoneverywhere
- Testing: Django Test Framework, Jest

Other Skills

- Data Annotation & Quality Assurance
- Data Entry & Office Administration
- Customer Service & Reception Management
- Strong Communication & Teamwork Skills
- Microsoft Office Suite (Word, Excel, PowerPoint)
- Strong typing speed and accuracy
- Time management and organizational skills

Personal Attributes

- Eager to learn and grow in a professional setting
- Attention to detail and accuracy
- Good interpersonal and leadership skills
- Adaptable and quick learner

Languages

English (Fluent – Kenyan English)

Kiswahili(Fluent)