CLARE CHEMIRMIR

Web developer and designer /Aspiring Network & Systems Administrator| Virtual Assistant
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Professional Summary

Motivated and detail-oriented IT student currently pursuing a Bachelor of Science in Information Technology at KCA University. Skilled in network configuration, systems support, and user troubleshooting with hands-on knowledge of Cisco-based networking (CCNA 1–3). Alongside academic training, I bring solid experience as a Virtual Assistant, where I have supported businesses and professionals with a wide range of tasks including administrative support, calendar and email management, customer service, data entry, and online research.

Highly skilled in social media marketing and management, with experience creating content, scheduling posts, engaging with audiences, and analyzing social media performance across platforms like Facebook, Instagram, and LinkedIn. My VA role has honed my ability to multitask, communicate effectively, and use productivity tools like Microsoft 365, Google Workspace, Trello, Canva, and CRM systems.

Combining my technical skills with real-world administrative and digital marketing experience, I offer a unique blend of IT knowledge and remote support capabilities, ideal for modern, digitally-driven workplaces.

Education

Bachelor of Science in Information Technology
KCA University | 2021 - 2024 |

Certificate of Secondary Education – Grade: B−
Moi Forces Girls High School |2017 - 2020 |

Certifications

- **Cisco Certified Network Associate (CCNA 1, 2 & 3)** – KCA University, 2024
- **Python Programming Certificate** – Computer Pride, 2022

Technical Skills

- **Networking & System Administration:**
  User account setup, network configuration, routing & switching, basic firewall & security practices, system diagnostics, helpdesk support
- **Programming Languages:** Python, Java, HTML, CSS, JavaScript

- **Web & Application Development:** Responsive web design, ASP.NET Core applications
- **IT Support Tools:** Software installation, hardware troubleshooting, fault logging, basic inventory management
- **Other:** Cybersecurity awareness, documentation handling, Git version control

Virtual Assistant Skills

- Calendar management and appointment scheduling using Google Calendar & Outlook
- Email inbox management and follow-up tracking using Gmail, Outlook.
- Online research, data entry, and spreadsheet management using Excel, Google Sheets.
- Social media support: post scheduling, basic Canva design, engagement tracking
- Document creation, formatting, and file organization using Docs, PDF, Drive, Dropbox.
- CRM and ticketing tools: Familiar with HubSpot, Trello, and Zoho
- Customer service via live chat, WhatsApp, or email channel
- Video conferencing setup and support: Zoom, Google Meet, Microsoft Teams
- Cloud file sharing, project updates, and task monitoring
- Excellent typing speed and accuracy, with strong attention to detail
- Confidentiality and professional communication in remote work environments

Relevant Projects

Network Support Simulation (Class-based Lab)

- Configured LAN using routers and switches
- Simulated user account setup and permissions
- Diagnosed simulated network faults and resolved connectivity issues

AcneAidHub

- Developed a web-based app using HTML, CSS, JavaScript, and ASP.NET Core
- Implemented user access control and front-end/back-end integration

AI Assistant with Python

- Created a chatbot with automated responses using basic machine learning
- Practiced local data storage and system interaction via command line

Work Experience

Freelance Web Developer & Designer

Remote | 2022 -Present |

Designed and developed responsive websites using HTML, CSS, JavaScript, and WordPress. Collaborated with clients to understand their brand and translate ideas into functional, user-friendly websites. Integrated SEO best practices and optimized website performance. Utilized tools such as Figma, Adobe XD, and Canva for layout design and branding elements.

Virtual Assistant

Remote | 2021 - Present |

Managed daily administrative tasks including email correspondence, appointment scheduling, and CRM updates. Created and scheduled social media content across Facebook, Instagram, LinkedIn, and TikTok. Engaged with audiences through comments, messages, and interactive posts to build brand presence. Conducted competitor analysis and generated monthly reports on reach, engagement, and follower growth. Used tools like Hootsuite, Buffer, Meta Business Suite, and Canva for planning and publishing content. Collaborated with clients to plan digital campaigns aligned with business goals.

IT & Networking Support (Assistant)

Public Service | 2022 - 2023 |

Assisted in configuring and troubleshooting local area networks (LANs), routers, and basic server setups.Supported system maintenance tasks such as backups, updates, and antivirus monitoring. Helped maintain IT documentation and provided technical support to users on-site and remotely.

Freelance Graphic Designer

Remote [2021 - Present |

Created logos, banners, flyers, and digital content for small businesses and personal brands.Developed visual assets for social media, email campaigns, and websites.Ensured brand consistency across all platforms and delivered print and web-ready files.

Personal Skills

- Strong Communication – Effectively communicates with clients, team members, and audiences across technical and non-technical areas.
- Time Management – Skilled at balancing multiple tasks, meeting deadlines, and staying organized in freelance and remote roles.
- Problem-Solving – Quickly identifies and resolves issues in IT support, web development, and digital workflows.

- Creativity – Brings innovative ideas to design projects and social media content, enhancing visual appeal and engagement.
- Adaptability – Easily learns new tools, adjusts to changing technologies, and works efficiently in fast-paced digital environments.

Strengths & Interests

- Quick to adapt and passionate about solving IT problems
- Strong communication and teamwork skills
- Highly interested in systems management, user support, and infrastructure security
- Committed to continuous learning and professional development

Referee

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