

Juliet Ayesa

📍 Nairobi, Kenya ✉ ayesajuliee@gmail.com ☎ +254791299625 🌐 Portfolio Website in Juliet Ayesa

Professional Summary

AI specialist and Virtual Assistant with expertise in machine learning, natural language processing (NLP), and AI model evaluation. Skilled in Python, R, TensorFlow, and PyTorch, with a strong background in data analysis and automation. Experienced in AI development, performance optimization, and ethical AI practices. As a Virtual Assistant, adept at administrative support, project coordination, email management, and CRM tools. Strong problem-solving, leadership, and project management abilities, ensuring efficiency in AI-driven and administrative tasks.

Professional Skills

- Machine Learning Algorithms
- Natural Language Processing (NLP)
- AI Model Evaluation
- Data Analysis and Visualization
- Ethics in AI
- Virtual Assistance & Administrative Support
- Project Management & Task Automation
- Email Management & CRM Tools
- Calendar & Schedule Management
- Customer Support & Communication

Professional Education

Riara University <i>Bachelor of Education (Arts)</i>	<i>May 2023 – Sept 2025</i>
Sama School <i>Certificate in Artificial Intelligence</i>	<i>May 2023 – June 2023</i>
ALX Africa <i>Virtual Assistant Certification</i>	<i>Aug 2024 - Oct 2024</i>

Professional Experience

AI Evaluator Trainer <i>Samasource</i>	<i>Nairobi, Kenya</i> <i>Sept 2021 – Present</i>
<ul style="list-style-type: none">Trained and mentored teams on AI evaluation techniques, improving model accuracy by 20%.Designed workflows for evaluating machine learning models, enhancing efficiency.Conducted quality assurance on AI outputs, identifying inconsistencies and refining algorithms.Collaborated with developers to optimize AI models, reducing false positives by 15%.Implemented ethical AI guidelines, ensuring compliance with industry standards.Led performance reviews, providing feedback that increased team productivity.	
Team Leader <i>Samasource</i>	<i>Nairobi, Kenya</i> <i>Sept 2020 – June 2021</i>
<ul style="list-style-type: none">Supervised a team of 10, ensuring task completion within deadlines.Developed team strategies that boosted efficiency and accuracy in AI data annotation.Provided coaching and feedback, leading to a 12% improvement in team performance.Facilitated cross-team communication, enhancing collaboration between departments.Created workflow automation, reducing manual effort by 30%.Monitored key performance metrics and optimized processes based on insights.	

Online Assistant (Social Media Volunteer)

UNISECO

Nairobi, Kenya

Jan 2020 – June 2021

- Managed social media accounts, increasing engagement by 30%.
- Created content strategies that improved online visibility and follower growth.
- Designed promotional campaigns, leading to higher audience interaction.
- Monitored analytics and optimized posts for better reach and engagement.
- Engaged with the community, responding to inquiries and building relationships.

Cashier

Nickstar

Nairobi, Kenya

Sept 2013 – Sept 2015

- Processed financial transactions with 99% accuracy in daily operations.
- Provided excellent customer service, improving satisfaction ratings.
- Assisted in inventory management, ensuring product availability.
- Managed cash handling and reconciled discrepancies in financial reports.
- Maintained a clean and organized workstation for operational efficiency.
- Handled customer inquiries and complaints, ensuring swift resolution.

Additional Information

- **Languages:** English (Fluent), German (Fluent), Korean (Fluent), Swahili (Fluent)
- **Technical Skills:** Python, R, TensorFlow, Keras, PyTorch, Git, Jupyter Notebooks
- **VA Tools:** Trello, Asana, Slack, Notion, Microsoft Office, Google Workspace, Zoom, Calendly
- **Certifications:** Certificate in Artificial Intelligence (Sama School, 2023)
- **Interests:** AI research, coding challenges, data science meetups, digital art, photography
- **Volunteering:** Advocate for AI literacy and education in underprivileged communities

Referees

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