

LOICE OKELLO

SOFTWARE DEVELOPMENT, VIRTUAL ASSISTANT

Results-driven Technical & Administrative Specialist with a Bachelor of Commerce in Procurement and a foundation in frontend software development. Blending expertise in modern web technologies like React, JavaScript, and Tailwind CSS with a proven background in vendor management, purchasing, and administrative support. Adept at leveraging technical skills to streamline business operations and deliver high-quality, efficient solutions.

Professional Experience

VIRTUAL ASSISTANT & TECHNICAL SPECIALIST | REMOTE

- Provided high-level administrative support, including email management, calendar scheduling, and document organization, to ensure seamless daily operations for clients..
- Conducted detailed data entry and research tasks with a focus on accuracy and efficiency, often supporting clients in the e-commerce and startup sectors.
- Managed reorder points and procurement-related tasks, including preparing and issuing Requests for Proposals (RFPs) and Requests for Quotation (RFQs), to secure competitive bids and maintain optimal inventory levels.
- Researched and identified potential suppliers based on company needs, contributing to cost savings and improved supply chain efficiency.

FRONTEND DEVELOPER | ALX PROGRAM

- Developed responsive and interactive web interfaces using HTML, CSS, and JavaScript, ensuring cross-browser compatibility and an optimal user experience.
- Constructed dynamic single-page applications (SPAs) with React, proficiently managing component state and integrating with RESTful APIs to create scalable applications.
- Utilized Tailwind CSS to implement modern UI designs efficiently, reducing development time by an estimated 30%.
- Gained foundational experience in backend scripting with Python, enhancing understanding of full-stack interactions and development workflows.

Education

ALX PROGRAM

Software Development	2025
Virtual Assistant	2023

KENYATTA UNIVERSITY

Bachelor of commerce-procurement	2017
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Skills

Technical Skills

- Languages: JavaScript, Python, HTML
- Frameworks & Libraries: React, Tailwind CSS
- Version Control: Git, GitHub
- Concepts: Responsive Design, RESTful APIs, Single-Page Applications (SPAs)
- Tools: Trello, Asana, Google Workspace, Microsoft Office, HubSpot

Language

- English
- Swahili

Contact Information



+254706581168



loicelaura@gmail.com