

MARY ROBI JOSEPH

Contacts

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WHAT I CAN DO FOR YOUR COMPANY

ADMINISTRATION AND ASSISTANT	<ul style="list-style-type: none">❖ Organizing and filing records❖ Making returns for NHIF, NSSF and PAYE❖ Cash management❖ Interacting with clients❖ Opening and closing the office❖ Organizing workflows for the day
WEB DESIGN AND MAINTENANCE	<ul style="list-style-type: none">❖ Analyzing the company needs for the website❖ Coming up with layout and design❖ Buying the domain name❖ Coding and launching the website❖ Maintaining the website
OFFICE AUTOMATION	<ul style="list-style-type: none">❖ Creating software to capture records for reports and analysis using MS Access (Offline) or PHP and Mysql (online)❖ Training staff on how to use the software
CREATIVE ADVERTISEMENT AND MARKETING	<ul style="list-style-type: none">❖ Preparation of newsletters for email distribution to clients

	<ul style="list-style-type: none"> ❖ Preparation of artwork for online advertising ❖ Making animations for web or youtube function ❖ Editing videos for marketing
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PROJECTS COMPLETED

1 SILICON CONSULTING LIMITED NEWSLETTER

1. Came up with the design project
2. Made the email newsletters as a form of marketing strategy
3. Transferred contacts to the website
4. Daily upload new tenders to the website
5. Worked on the project independently

Languages used: HTML and CSS

Link: https://media-exp1.licdn.com/dms/image/C5622AQGvbYHVG5ksVq/feedshare-shrink_1280/0/1628494708517?e=1637193600&v=beta&t=xG7b9r9dJHg-kmqx7U3pnOE89vs47oKeiu VfsYroXI

One Month Reach Statistics: https://media-exp1.licdn.com/dms/image/C562DAQEx vM6yAjf w/profile-treasury-image-shrink_1920_1920/0/1631527465620?e=1634558400&v=beta&t=7kM4M3 oOHC8Ze-oKvMBZYV1MN zNsh6TIJUbRT7JeA

2 VISIT KISUMU WEBSITE

1. Set up the wordpress website. The theme was bought.

Languages used: WORDPRESS

Link: <https://visitkisumu.co.ke/>

3 KISUMU FRESH FRUITS

1. Set up the wordpress website. The theme was bought.

Languages used: WORDPRESS

Link: <https://kisumufreshfruits.co.ke/>

4 RICOH CLEANING SERVICES

1. Came up with the concept and design
2. Coded the website

Languages used: HTML, JAVASCRIPT and CSS

Link: <https://maryrobicodes.github.io/ricohcleaningservices/>

5 AUTOMATED POWER OF ATTORNEY GENERATOR

1. Came up with the concept
2. Designed the layout
3. Coded the concept
4. The form can save documents in pdf

Languages used: HTML, CSS, ANGULAR JS AND JAVASCRIPT

Link: <https://maryrobicodes.github.io/EASY-POWER-OF-ATTORNEY/>

6 SAHARA KING LIMITED

5. Met up with client to get specifications
 6. Bought the domain name for the client
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7. Came up with the design concept
 8. Coded the website

Languages used: HTML, CSS AND BOOTSTRAP

Link: <http://saharakingltd.com/>

7 DAWOO CONSTRUCTION AND SUPPLIES LIMITED

1. Met with the client to get specifications
2. Bought the domain name on the client behalf
3. Designed the website
4. Coded the website

Languages used: HTML and CSS

Link: <https://maryrobicodes.github.io/daawoholdings/>

8 MEDICAL TESTING SERVICES

1. Met with the client to get specifications
2. Designed and coded the website

Languages used: HTML and CSS

Link: <https://maryrobicodes.github.io/medicaltestingservices/>

9 VIK MEDIA

1. Implemented a theme which was bought

Languages used: WORDPRESS

Link: https://media-exp1.licdn.com/dms/image/C5622AQGyCbT_YxUuTg/feedshare-shrink_2048_1536/0/1627886609079?e=1637193600&v=beta&t=J4jIRsBZgi_s5SpIvqdkBR33vi9IjENUCs1Hm99YLRs

10 SILICON CONSULTING LIMITED

1. Designed the theme for the website

Languages used: WORDPRESS

Link: <https://siliconconsultingltd.com/>

11 BIBLE ANIMATION STORIES

1. Come up with characters
2. Sketch the characters
3. Come up with a story board
4. Draw the animation
5. Animate using the relevant softwares

Languages used: FLASH CS6, PHOTOSHOP AND HAND DRAWINGS

Link: https://www.youtube.com/channel/UCI4X3dJaE-SgOu_Mlrs-okQ

12 FEMININE QUIZ GAME

1. Analyzed an article to break down information for the game
2. Coded the game

Languages used: HTML, CSS AND JAVASCRIPT

Link: <https://maryrobicodes.github.io/femininequizgame/>

13 COMMANDMENTS QUIZ GAME

1. Coded a game from the bible

Languages used: HTML, CSS AND JAVASCRIPT

Link: <https://maryrobicodes.github.io/Simple-Commandments-Game/>

14 SITE UNDER CONSTRUCTION PAGE

1. Came up with a site under construction page with a form to get contacts from visitors

Languages used: HTML, CSS AND JAVASCRIPT

Link: <https://maryrobicodes.github.io/viktu-under-construction/>

15 BIBLE VERSE GAME

1. Game for looking up bible verses and matching them to the quote

Languages used: HTML, CSS AND JAVASCRIPT

Link: <https://maryrobicodes.github.io/VERSE-DASH/>

16 FANISI HOUSING

1. Met up with clients and took specifications
2. Came up with the design and concept
3. Coded the website

Languages used: HTML, JAVASCRIPT and CSS

Link: <https://maryrobicodes.github.io/fanisihousing/>

WORK HISTORY

SILICON CONSULTING LIMITED

Web Application Developer

October 2014 - Present (7 years)

Web Design and Development

- ❖ Coming up with original website UI designs
- ❖ Coding websites using HTML, CSS, Javascript, PHP, Bootstrap and Wordpress where required
- ❖ Testing, System support and maintaining websites

Designing Company profiles

- ❖ Designed the logo of new companies using Adobe Illustrator
- ❖ Made the general layout of the card using Adobe Illustrator
- ❖ Coordinated with the card printers to ensure they got the required format

General IT work

- ❖ Installation and Configuration of printers
- ❖ installation and Configuration of scanners
- ❖ Troubleshooting and solving Hardware and software Issues

Maintaining company account records

- ❖ Processing NHIF and NSSF for the company
- ❖ Keeping track of petty cash. I developed an application in excel to record daily transactions which was forwarded to account department at the end of the day.

Automation

- ❖ Made an ms access program to keep track of the jobs we receive. Each employee gets a report of the jobs they are handling and their deadline.

Management and Administration

- ❖ Managing a team of 5 people who do tendering and media works
- ❖ Holding meetings and negotiating prices with clients

SELF-EMPLOYED

Freelance Graphic and Web Designer

January 2013 - September 2014 (1 year 9 months)

- ❖ Creating Websites
- ❖ Creating Design for T-Shirts- Concept Visualization

FAIR-MOVE REALTORS AND ELITE ENVIRONMENTAL SOLUTIONS

Receptionist

June 2012 - August 2012 (3 months)

Westgate

- ❖ Marketing of Real Estate on the booth located in West Gate
- ❖ Collecting and maintaining a database for client who have inquired of the properties
- ❖ Graphic Designing for the company
- ❖ E – Marketing of the properties and solar solutions

- ❖ Controlling petty cash
- ❖ Arranging for clients to view the site
- ❖ Creating DVD presentations of the properties on sale to be displayed on the booth.

TINGA TINGA LIFESTYLE LTD

Sales

June 2010 - June 2012 (2 years 1 month)

Village Market

- ❖ Sale of T-shirts at Tinga Tinga Shop Village Market
- ❖ Banking and maintaining the petty cash for the shop
- ❖ Graphic Designing for the company

CHINTU ENGINEERING WORKS LIMITED

Office Administrator

January 2007 - June 2010

Village Market

- ❖ Preparing VAT, PAYE and other official reports documents under supervision.
- ❖ Writing official letters for the company
- ❖ Preparing and maintain databases for calculation of job card expense and commission payment.
- ❖ Maintainace of Microsoft Point Of Sale program.
- ❖ Filing of company documents.
- ❖ Internet research on solutions to various computer and electronic problems.
- ❖ Repairs of software related problems for clients and the company.

- ❖ Helped in research and making of the presentations (using PowerPoint) for some tendering jobs.

EDUCATION

KCA UNIVERSITY

Bachelor of Science in Information Technology, InformationTechnology · (2018 - 2022)

KASNEB

Diploma in Information Communication Technology, ComputerEngineering · (2015 - 2017)

SHANG TAO MEDIA

Graphic and web design diploma, Graphic design · (2008 - 2010)

Self-educated

Web Page, Digital/Multimedia and Information Resources Design · (2014)

HOBBIES

Fashion Designer

Designing high quality, hand made modest clothing which is hard to find in the market.

I also make wigs for theatrical purposes. Links are below:

1. <https://www.instagram.com/mshonajirobi>
2. <https://maryrobihobbies.blogspot.com>