**Janefaith Mwende**  
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**Portfolio**

**About Me**

I am a tech-savvy and creative professional with experience in student development, education, and social media management. My background in leadership, communication, and digital engagement has equipped me with the ability to create compelling content and execute effective social media strategies. Currently pursuing a **degree in Business Information Technology at Cooperative University**, I am passionate about leveraging technology and AI-driven storytelling to engage and grow audiences.

**Projects & Work Experience**

**Assistant Director of Student Development**

**Fleischer Foundation**

* Organized and managed student engagement initiatives.
* Enhanced communication strategies to foster community growth.
* Provided administrative support and documented development initiatives.

**Teacher**

**Peniel Education Center**

* Designed and delivered educational content to engage students.
* Managed classroom activities to enhance student participation.
* Developed strong leadership and organizational skills.

**Personal Social Media Management**

* Managed and curated content for personal social media pages.
* Researched and implemented engagement strategies to grow an audience.
* Gained experience in content creation, audience analytics, and brand positioning.

**Skills & Competencies**

* Social Media Management (Content Strategy, Engagement Optimization)
* Digital Content Creation (Copywriting, Visual Design)
* Computer Literacy & Tech Proficiency
* Leadership & Communication
* Data Analysis & Performance Metrics
* AI-driven Marketing & Storytelling

**Tools & Platforms**

* Microsoft Office Suite (Word, Excel, PowerPoint)
* Social Media Platforms (Facebook, Instagram, LinkedIn, Twitter)
* Canva (Basic Graphic Design)
* Google Workspace (Docs, Sheets, Drive)

**Certifications & Training**

[Include any relevant certifications, e.g., Digital Marketing, Social Media Management, etc.]

**Languages**

* English (Fluent)
* Swahili (Fluent)

**Contact Information**

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I am excited about new opportunities in social media management and digital marketing. Let’s connect!