Nambafu Nasiuma Chrispinus

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Location: Kenya | Open to Remote Work

# Professional Summary

Motivated and detail-oriented graduate with strong communication skills and a passion for storytelling, social justice, and community empowerment. Skilled in content writing, digital communication, and social media management. Proven experience in administrative and volunteer roles, eager to contribute to impactful organizations like AkaMusyi.

# Core Competencies

Digital Communication, Social Media Management (Instagram, Facebook, LinkedIn), Content Writing & Editing, Canva Design, Community Engagement, Microsoft Office Suite, Google Workspace, Research and Blogging, Interpersonal and Organizational Skills.

# Education

Bachelor of Science in Mathematics & Physics, Meru University of Science and Technology – Expected 2025

KCSE Certificate, Grade B-, Khayo Secondary School – 2019

Primary Certificate, Mwemge Primary School – 2015

# Professional Experience

**Front Desk & Administrative Intern | Mafuko Bread Company – Makutano, Meru County**

May 2024 – August 2024

Managed front desk operations and visitor reception. Performed clerical duties such as filing, scanning, and document organization. Assisted internal departmental communication and developed practical customer service experience.

**University Administrative Assistant (Volunteer) | Meru University**

2022 – 2025

Supported academic staff with student records and data entry tasks. Aided in the admission process and student onboarding. Participated in university projects including sensor data collection and basic research organization.

# Projects & Initiatives

Developed digital communication content using Canva for university forums and student engagement initiatives. Contributed to organizing events and streamlining registration processes.

# Certifications & Tools

Proficient with Canva (Self-taught), Google Docs, Sheets, and Slides; Microsoft Word, Excel, Outlook; Zoom; and email communication tools.

# Languages

English – Fluent

Kiswahili – Fluent