



Ngong, Nairobi-kenya



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Stanleymakanga45@gmail.com



[Portfolio](#)

PERSONAL SUMMARY

Organized and efficient administrative assistant with strong skills in office management, scheduling, and communication. Proficient in Microsoft office suite and eager to support executive-level staff while improving office operations. Passionate about technology, cybersecurity and software development, with a goal of mastering programming and AI.

STANLEY MAKANGA

EXPERIENCE

Portfolio Website • Web development

Designed and developed a personal website using HTML, CSS, JavaScript and GitHub pages.

Hosted at stano0048.github.io

Wi-Fi Networking security audit tool

Tested and improved encryption strength on personal and test network.

Virtual assistant for online business • (Microsoft office, customer support, google suite)

Managed invoices, client communications and reports for online business

Developed and implemented office policies and procedures to improve office efficiency and reduce costs.

EDUCATION

Karatina University

- Ongoing Bachelor of science in computer science

CERTIFICATIONS

- KCSE Certificate
- KCPE Certificate

SKILLS

- **Administrative and office management**
- **Technical skills:** Programming, cybersecurity tools (e.g., aircrack-ng)
- **Software Proficiency:** Microsoft office suite (Word, Excel, PowerPoint).
- **Languages:** Fluent in English and Swahili.

REFERENCES

Available upon request.