

Stephen Suyanka

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Bio Data

Gender: Male

Marital Status: Married

Date of Birth: 4th July 1990

Religion: Christianity

Nationality: Kenyan

Personal Profile

I am a highly dedicated professional with aspiring progressive career. I am self-driven, ambitious, innovative, analytical, a fast learner, and pride myself as a true team player with good interpersonal skills. I possess a great desire and drive to prosper in all work that I venture into. I desire to work in a highly competitive and dynamic organization specializing in providing quality standard to enable me gain exposure in shaping me to face current needs.

Education

Oct 2010 - Aug 2014	Bachelor of Science in Meteorology Attained: Second Class Honors, upper division University of Nairobi
2004 - 2008	Kenya Certificate of Secondary Education Attained: grade B+ (Plus) Kirangari High School

Professional Training

- **Aug 2015 - May 2016:** Certificate in Software Development; Edulink International College
- **June - Sept 2013:** Certificate in Computerized Accountancy -Sage, Quick Books, Pastel, Excel; Nairobi Institute of Business Studies

Skills

- **Communication Skills:** I am an excellent communicator who effectively conveys information both verbally and in writing. I am also a keen listener and gives prompt feedback.
- **Planning and Organizing:** Refined planning and organizational skills that balance work, team support and ad-hoc responsibilities in a timely and professional manner.
- **Flexibility and Adaptability:** I am a flexible team player who thrives in environments that require ability to effectively prioritize and juggle multiple concurrent tasks. I am also very positive, resilient and open to new ideas.
- **Teamwork:** Possess strong commitment to team environment dynamics with the ability to contribute expertise and follow any directives at appropriate times.
- **Analytical Skills:** Recognizes areas of weaknesses requiring improvements and makes recommendations to

the management for consideration, approval and implementation.

- **Priorities and Decision Making:** A successful track record in setting priorities; keen analytic, organization and problem solving skills which support and enable sound decision making.
- **Programing and Software Skills:** Proficient in Web-design and development, HTML5 and CSS3, JavaScript, PHP &MySQL (basic), C Programming, Python and Ruby (Ruby on Rails)
- **Computers Skills:** Proficient in the use of MS Office packages, Internet and Email.

Work Experience

Feb 2018 to date

Kenya Website Experts Ltd

Position: Marketing Manager

Responsibilities:

- Promoting and selling of new products.
- Designing graphics for the marketing purposes.
- Provides marketing consultancy for specific campaigns and liaises with internal stakeholders.
- Maintains and updates company website, intranet site and internal marketing pages.
- Execute latest and updated marketing plans
- Accountable for social media presence and website updates

April 2017 to Feb 2018

ECO Packaging Kenya

Position: IT Admin and Marketing Manager

Responsibilities:

- Holds full responsibility for all marketing and communication matters.
- Has full responsibility for stand design decisions, catering and giveaways for industry trade fair.
- Provides marketing consultancy for specific campaigns and liaises with internal stakeholders.
- Maintains and updates company website, intranet site and internal marketing pages.
- Proactively drives, prepares and writes all communication, for example company announcements.
- Fully accountable for social media presence – adapted social media marketing strategies, resulting in significant increase in engagement and traffic as well as increased sales

May - Aug 2014

United Missions International

Position: Admin Assistant - Internship

Responsibilities:

- Conceptualized, produced and expedited newsletters to the prospects.
- Conducted daily reporting and monitoring of mentorship program.
- Maintained and updated list of mentorship programs including mentors and mentees.
- Provided basic IT support to the organization

June - Sept 2013

Wilson Airport and JKIA

Position: Forecaster Intern

Responsibilities:

- Worked alongside other interns to issue forecasts to the pilots and other stakeholders.
- Held intern role of basic communication within the department.

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- Linking between interns with the senior management.

Other Positions Held

- **June 2014 - 2018:** Freelancer Web Developer, Social Media Marketer and Research
- **Aug 2008:** Poling Clerk for Independent Electoral Commission
- **Aug 2008:** Enumerator- National Census for Kenya National Bureau of Statistics

Additional Information

Membership

- Member Kenya Meteorological Society
- Associate Member Nairobi University Meteorological Association

Achievements

- Moran Software Labs: Created SEO and branding strategies which increased the viewership and customer engagements
- Fichuzi News Portal: Website design and Development as well as branding
- United Missions International: Website creation and Search Engine Optimization
- Champions Group Ltd: Website development and social media management

Trainings

- Languages: PHP, JavaScript, HTML, CSS, JQUERY, Bootstrap, RUBY, C-Programming SQL and PYTHON
- Digital Media Marketing (Udemy, Cousera)

Hobbies and Interests

- Socializing, Reading, Community Work, Athletics

Referees

Mr. Peter Kimani Irungu
Kenya Website Experts Ltd
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Other References Available Upon Request