



WILTORD ICHINGWA

VIRTUAL ASSISTANT

CONTACT

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📍 Nairobi, Kenya

🌐 <https://willyhavertz.me/>

EDUCATION

2023 - 2027

UNIVERSITY OF EMBU

- Bachelor's degree in Computer science

Sep/2024 - Nov/2024

ALX

- Virtual Assistant

Feb/2025 - Oct/2025

PLP ACADEMY

Software engineering

SKILLS

- Growth mindset
- Attention to detail
- Adaptability
- Organization
- Communication
- Resourcefulness
- Reliability
- Tech Savvy

LANGUAGES

- English (Fluent)
- Swahili (Fluent)

PROFESSIONAL SUMMARY

A versatile and adaptable professional pursuing a Bachelor's degree at the University of Embu. Skilled in web development and virtual assistance with a proven track record as a freelancer. Proficient in modern web technologies and administrative tasks. Driven by a growth mindset and known for reliability, attention to detail, and strong communication skills

WORK EXPERIENCE

Self-Employed

2023 - PRESENT

Freelance Web Developer

- Designed and developed websites tailored to clients' requirements using modern web technologies.
- Collaborated with clients to ensure project goals were met efficiently and effectively.
- Maintained websites post-launch, ensuring optimal performance and usability

Virtual Assistant (Freelance)

2023 - PRESENT

Marketing Manager & Specialist

- Managed clients' schedules, emails, and administrative tasks to ensure smooth daily operations.
- Conducted thorough online research to provide accurate information and reports.
- Delivered reliable and resourceful support in various tasks, maintaining confidentiality and efficiency.

ADDITIONAL INFORMATION

- Open to opportunities in web development, virtual assistance, and administrative roles.
- Actively expanding skillset to stay updated with industry trends.