RESUME

**ANGELA IRENE NJUGUNA**

**ireneangela4@gmail.com • P.O Box 2033-00100, NAIROBI • +254 722 311406**

**LANGUAGES**

Native language: Swahili

English–Swahili translator

Proofreader/editor

**SPECIALIZATIONS**

Arts & humanities, Cinema (Film, TV and Drama), Journalism, Linguistics, Localization, Marketing & Marketing research, Printing & Publishing, Social Science, travel & tourism.

**OBJECTIVE**

To develop, nurture and practice exceptional but desirable skills and attitudes by achieving and accomplishing every task in a timely manner while maximizing effective quality output under whatever circumstance.

**SKILLS**

* Report Preparation
* Good knowledge of business, sales and marketing terminology.
* Excellent written and spoken skills in both Swahili and English.
* Computer Savvy
* Design professional presentations
* Statistical analysis
* Planning and scheduling
* Customer service
* Office skills

**EXPERIENCE**

**2009–present**: *INTEL FUSION TECHNOLOGIES LTD, MOBITEK, ZURU 360.*

**Position:** *Marketing Administrator*

**Responsibilities:**

* Proof reading documents.
* Cross checking of any translated material against the original.
* Editing through grammatical and stylistic improvement of all types of text.
* To conduct research and prepare statistical reports.
* Assist in reviewing incoming memos, submissions and plans in order to determine their significance and to plan for their distribution.
* Create special promotions, write/design print and outdoor advertising, and coordinate all media representation.
* Backing up all information and data
* Dealing with customer complaints and enquiries.
* File Management (Both electronic and Physical).
* Elementary accounting which includes travelling, accommodation etc.
* Assisting the top management in coming up with budgets, marketing plans and strategies to be applied.
* Keeping and sustaining all financial records
* Follow up on old, new and potential business projects.
* Keeping records on the operations of the business.
* Make arrangements and schedules for meetings of committees and executive boards.
* Orientation of new staff.
* Handle travel and guest arrangements.
* Proof read documents.

**EDUCATION**

*August 2010 to Date, Daystar University, Kenya*

* ***Postgraduate degree. MBA: Strategic Management.***

*August 2006 to December 2009, Daystar University, Kenya*

* ***Undergraduate degree. Bachelor of Commerce: marketing.***

*August 2006 to December 2009, Daystar University, Kenya*

* ***Undergraduate degree. Business Administration and Management.***

*January 2009 to April 2009, Daystar University, Kenya*

* ***Customer Care and Public Relations.***

*January 2004 to December 2005, London College of St. Lawrence, Uganda.*

* ***A levels.***

*February 2000 to November 2003, Kabare Girls High School, Kirinyaga: Kenya*

* ***O levels.***

**PERSONAL TRAITS**

* Confident and Fluent Communicator
* Punctual,proactive,self driven,diligent & highly flexible
* Ability to work under pressure.
* A strong believer in winning with integrity
* Possesses a greater passion to detail.
* Team leader and team member.
* Good planning skills and public relation

**MAJOR ACHIEVEMENTS AND CREDENTIALS**

* An active member of CIM Kenya
* Certified Customer Care giver.
* E class driving License.
* Former Vice Chairperson Marketing Students Association of Daystar (MSAD).
* Trained and certified St. John first aider and can attend to injuries in the first aid level before taking them to the hospital for further treatment.
* Computer proficiency and demonstrated knowledge in Ms Word, Excel, Access, Publisher, Powerpoint, Adobe Photoshop and all internet functions.
* Issued a Certificate of Good Conduct by the Criminal Investigation Department (CID).
* Created a contact Management Database for Intel Fusion that has aided in generating and updating the clientele list.
* Created new referencing system for Intel Fusion that assists in record keeping.

**REFERENCES**

1. Mr. Richard Maswili

Daystar University

Head of Commerce Department

[maswili@daystar.ac.ke](mailto:maswili@daystar.ac.ke)

Cell phone: +254 722 229 848

1. Mr. Solomon Mahinda

Account Director

Scan Group

[Solomon.mahinda@scanadpr.com](mailto:Solomon.mahinda@scanadpr.com)

Cell phone: +254 721 263 420

1. Mr. Fred Asimba

Director

Intel Fusion Technologies Ltd

[fred@intelfusiontech.com](mailto:fred@intelfusiontech.com)

Cell phone: +254 727 481 312

**DECLARATION**

*I the undersigned, to the best of my knowledge and belief declare that the Bio-data given here and above is accurate and correct.*

***ANGELA IRENE NJUGUNA***