**CURRICULUM VITAE**

**BRENDA JERONO**

**PERSONAL INFORMATION**

Mobile: +254794723056

Email: brendahjerono30@gmail.com

Date of birth: 15th August 1996

Proficiency: English, Kiswahili & Kalenjin

Areas of Specialization: theology, education, conservation, agriculture, marketing, communication and general translation

**PROFILE SUMMARY**

I am an Energetic and highly driven person with proven time management. I possess effective communication skills developed from interacting with different people professionally, various mentorship engagements, and society. I believe in honesty and reliability as well as the need to remain flexible to support changes in environments and situations and hence adaptable at all times.

I am at my best in a job where I can work with other people but also have the chance to concentrate on privacy and build trusted relationships with my co-workers. I am also confident and succeed in performing complex tasks and processes within a tight schedule, and occasional work stress does not bother me. I am also a good team player, working under minimum or no supervision.

I am looking forward to understanding general employability skills and developing professionally.

**CAREER OBJECTIVES**

I am seeking a suitable position that allows me to utilize my creativity and experience in your reputed organization with opportunities for growth and self-development where performance is rewarded as challenging responsibilities.

**SKILLS AND COMPETENCES**

* Interpersonal Skills- I can communicate or interact well with other people.
* Good Communication Skills- Able to listen, understand and take action on what people say.
* Computer Literacy- I have advanced computer knowledge and can use different programming and analysis software. My skill levels range from elementary use of computer programming to advanced problem-solving.
* Teamwork- I can work collaboratively with a group of people to achieve a goal.
* Time Management.
* Essay writing
* Data collection and survey skills.

**WORKING EXPERIENCE**

**January 2022- PRESENT**

**Virtual Assistant**

* Duties and Responsibilities included:
* Schedule meetings and manage calendars.
* Answer phone calls and emails and take messages.
* Take accurate and comprehensive notes at meetings.
* Helping with daily time management.
* Running errands as requested.
* Plan travel, including flights, accommodation, and ground transportation.

**2019 September- 2020 January**

**English/Kalenjin translator, Gengo translation company**

Duties and Responsibilities included:

* Translation of Facebook posts from English to Kalenjin.

**January 2021- December 2021**

**Rev Murupus Christian academy**

* Worked as a PTA teacher for Geography and Kiswahili

**Duties and responsibilities:**

* Research, analyze, and interpret examination results.
* Keeping records of interactions and file documents.
* Developing and documenting knowledge into helpful content for classroom presentation

**Skills acquired:**

* Communication and organization skills
* Team working

**ACCOMPLISHMENTS**

* Learned excellent written and verbal communication skills and the ability to multi-task
* Learned excellent research skills plus attention to detail

**EDUCATIONAL BACKGROUND**

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| --- | --- | --- | --- |
| Year | Institution | Course | Grade |
| 2017-2021 | University ofNairobi | Bachelor ofEducation Arts in Education (Geography& Kiswahili) | B |
| 2012-2015 | Sing’ore Girls high school | Kenya Certificate of SecondaryEducation | B |
| 2003-2011 | Chepkorio Primary School | Kenya Certificate of Primary Education | B |

**Hobbies**

Reading

Swimming

Skating

**REFERENCES**

Available upon Request