

CHRISTINE MBUGUA

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SUMMARY

- Proactive and highly organized Virtual Assistant with over one year of experience managing daily tasks, schedules, and ongoing projects.
- I excel in providing critical support to executives by coordinating operations, managing calendars, organizing meetings, and streamlining administrative processes.
- With a background in Mathematics and Computer Science, I bring expertise in data management, problem-solving, and handling multiple priorities simultaneously.
- Known for my attention to detail, ability to meet deadlines, and commitment to improving operational efficiency, I am excited to contribute to the success of a platform making homeownership more accessible.

EDUCATION

Kenyatta University – Nairobi, Kenya
BA, Mathematics and Computer Science

September 2021 – July 2025(expected)

WORK EXPERIENCE

Freelance Virtual Assistant
Self-employed - Remote

June 2023 - December 2023

- Coordinated day-to-day operations by efficiently scheduling appointments, confirming meetings, and following up on communication to ensure all deadlines were met.
- Managed client calendars, prioritizing tasks and adjusting schedules to accommodate dynamic needs, ensuring smooth operations.
- Organized and maintained databases, ensuring that information was consistently updated and easily accessible for ongoing projects.
- Handled email correspondence, formatted internal and external communications, and supported clients by managing documents and organizing meeting notes.
- Conducted research on current industry trends to suggest process improvements and optimize business functions.

Administrative Virtual Assistant
Dukatech Solutions – Nairobi, Kenya

January 2024 -August 2024

- Managed complex schedules and appointments for the CEO, ensuring timely meetings and business travel arrangements.
- Tracked project progress and followed up on action items, helping to ensure the timely completion of ongoing tasks.
- Created, updated, and organized spreadsheets for tracking sales data, inventory, and bookings, resulting in a 15% increase in sales through better market insights.
- Led communication efforts by formatting and distributing internal and external reports, memos, and presentations, ensuring clarity and professionalism.
- Played a key role in improving internal processes by researching solutions and implementing new ideas for streamlining business operations.

VOLUNTEER ACTIVITIES

Assistant

Local Cyber Café

January 2021 - Present

- Schedule and confirm appointments for passport and license applications, ensuring efficient service and attention to detail.
- Input and manage customer data through government websites, ensuring accuracy and proper document handling.

School Volunteer

Kenyatta University

September 2021 - Present

- Assist in preparing presentations for school projects, ensuring materials are well-organized and visually engaging.

SKILLS

Calendar Management and Task Prioritization	Project Coordination and Progress Tracking	Email and Communication Management
Document Organization and Data Accessibility	Attention to Detail and Deadline Management	Confidentiality and Discretion

INTERESTS

Problem-Solving	Travel Exploration	Entrepreneurship
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TOOLS

Microsoft Office Suite	Google Workspace	Asana
Airtable	Slack/Zoom	Trello