

KELVIN MUTIE MULI

Nairobi, Kenya

Mobile: +254757227835 | +254780716103

Email: kelvinmully344@gmail.com

LinkedIn: @Kelvinmully | Twitter: @kelvinmully | Instagram: @KelvinMuli

Objective

Detail-oriented and proactive Bachelor of Arts candidate with a strong background in editorial coordination, content creation, and stakeholder collaboration. Seeking to leverage excellent organizational, communication, and data management skills as a Recruiting Team Intern at McKinsey & Company to support impactful recruitment processes and deliver exceptional candidate experiences.

Education

Maseno University

Bachelor of Arts in Literature with Information Technology 2021 - 2025

Expected Graduation: December 2025

- Relevant Coursework: Information Systems Management, Communication Skills, Organizational Behavior
- Achievements: Consistently recognized for academic excellence and leadership in group projects

Kanyuambora Secondary School

Kenya Certificate of Secondary Education (KCSE), B- (Minus)

2016 - 2020

- Received awards for outstanding performance in academics and teamwork

Vololo Primary school

Kenya Certificate of Primary Education (KCPE), 325 marks, B. (Constant)

2006 - 2015

Professional Experience

Editor

Storymoja Publishers Limited, Nairobi

May 2024 – August 2024

- Coordinated editorial projects, managing timelines and collaborating with authors, designers, and stakeholders to ensure high-quality publications under tight deadlines.
- Organized and executed project-related events, including manuscript reviews and team meetings, improving workflow efficiency by 16%.
- Maintained accurate records of editorial content and project statuses, ensuring data integrity and accessibility for team reporting.
- Communicated effectively with cross-functional teams to align project goals, enhancing stakeholder satisfaction.

Content Writer

Creative Arts Writer, Nairobi

June 2024 – July 2024

- Developed engaging content for diverse poetry, improving audience engagement by 15% through targeted communication strategies.
- Assisted in coordinating content delivery schedules, ensuring timely submission and client satisfaction.

Skills

- **Data Management:** Proficient in maintaining accurate and up-to-date records in systems, with experience generating reports for team use.
- **Communication:** Strong verbal and written communication skills, with a proven ability to respond to inquiries professionally and clearly.
- **Organizational Skills:** Managed multiple projects with competing deadlines, ensuring high-quality outcomes and stakeholder satisfaction.
- **Administrative Support:** Skilled in scheduling, calendar management, and performing administrative tasks to support team efficiency.
- **Technical Proficiency:** Solid knowledge of Microsoft Office Suite (Word, Excel, PowerPoint) and data management tools.
- **Customer Service Orientation:** Focused on delivering exceptional experiences for stakeholders and clients.
- **Additional Skills:** Developmental Editing, Proofreading, Market Research, Cross-Department Collaboration

Achievements

- Successfully edited over 30 publications at Storymoja Publishers, improving editorial quality and meeting stringent deadlines.
- Enhanced client engagement by 15% through high-quality, tailored content as a Content Writer.
- Recognized at Maseno University for academic excellence and leadership in collaborative projects. Group Leader through out my time in campus.

Professional Attributes

- **Growth Mindset:** Thrives in fast-paced, high-performance environments with a commitment to continuous learning and feedback-driven improvement.
- **Attention to Detail:** Ensures accuracy in data management, content creation, and event logistics.
- **Team Collaboration:** Works effectively with diverse teams to achieve shared goals, fostering inclusive and innovative solutions.

References

Fred Obondo storymoja Africa Publishers Limited

Email address: fredstorymojafrica@gmail.com

Contact: 0727163459