

# YVONNE WANJIRU



## PROFILE

To join a team of motivated individuals and be in a challenging position with brighter future prospects.

## CONTACTS

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## EDUCATION

<b>Nov 2024- Jan 2025</b>	Professional Barista- Arobisca training Centre
<b>Feb 2013- Oct 2017</b>	Bsc Business Administration - St Pauls University
<b>Jan 2009- Nov 2012</b>	K.C.S.E- Kahuhia Girls High School
<b>Jan 1999- Nov 2008</b>	K.C.P.E- New Light Academy

## SKILLS

### Barista

- Customer service
- Coffee Brewing
- Beverage Preparation
- Coffee specialist
- Latte art

### Computer proficiency

- M/S Word
- M/S Access
- M/S Publisher
- M/S Excel

## COMPETENCE

1. Successfully managed a wide range of office responsibilities including incoming calls, outgoing mail and filing.
2. Demonstrated the ability to multitask in a fast paced setting while maintaining accuracy and efficiency.
3. Exhibited excellent organization skills to ensure all office duties were completed on time.

## WORK EXPERIENCE

August 2024 – September 2025	<b>Waitress supervisor Lambada Resort.</b>
October 2023- July 2024	<b>Administrative assistant Suzies Beauty bar.</b>
January 2020 – August 2023	<b>Attendant at Seniors hardware.</b>
July 2019 – September 2019	<b>Data Entry Clerk Systematica limited.</b>
April 2018 – August 2018	<b>Mpesa Agent Blessed retail shop</b>
February 2017 – June 2017	<b>Loan Officer Kwick Credit Limited</b>
September 2016 – December 2016	<b>Attaché at Kenyatta University Administration</b>