

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

Nov 2024- Jan 2025	Professional Barista- Arobisca training Centre
Feb 2013- Oct 2017	Bsc Business Administration - St Pauls University
Jan 2009- Nov 2012	K.C.S.E- Kahuhia Girls High School
Jan 1999- Nov 2008	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	Waitress supervisor Lambada Resort.
October 2023- July 2024	Administrative assistant Suzies Beauty bar.
January 2020 – August 2023	Attendant at Seniors hardware.
July 2019 – September 2019	Data Entry Clerk Systematica limited.
April 2018 – August 2018	Mpesa Agent Blessed retail shop
February 2017 – June 2017	Loan Officer Kwick Credit Limited
September 2016 – December 2016	Attaché at Kenyatta University Administration