

Eunice Muigai
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PROFILE

I help teams stay organized, consistent, and operationally stable when things start getting messy.

My work focuses on coordination, structured communication, and turning scattered information into something usable. I stay calm in fast-moving environments and make sure tasks, schedules, and data don't fall through the cracks.

I'm strongest in environments where attention to detail and follow-through actually matter.

CORE STRENGTHS

- Organizing and cleaning data into usable formats
- Coordinating schedules and daily operations
- Improving workflows to reduce confusion and delays
- Strong Microsoft Excel and Google Workspace skills
- Clear communication across teams and stakeholders
- Handling structured and sensitive information responsibly

EXPERIENCE

Data Collection Associate — Quiben Ventures Limited | Nairobi | Apr 2025 – Present

- Work with field teams to collect, verify, and clean data
- Convert raw data into structured formats for analysis and reporting
- Prepare simple summaries that support project decisions
- Maintain organized datasets for accessibility and consistency

Assistant Project Support — Child Development Centre | Kiambu | Mar 2024 – Present

- Assisted in scheduling and coordination of leadership and program activities
- Supported reporting and documentation to improve internal clarity
- Managed data entry and tracking systems with consistency and accuracy
- Improved communication flow between teams to reduce confusion and delays

Client Coordination & Administrative Support — United Legal Group

- Managed client communication from initial contact through to completion
- Organized client records and case information for clarity and traceability
- Maintained confidentiality with sensitive documentation
- Supported workflow tracking across multiple stages
- Used Google Drive to structure and manage shared documents

EDUCATION

- Project Management — Cooperative University (2024)
- Virtual Assistance — ALX Africa (2024)

TOOLS

Microsoft Excel | Google Workspace | Notion | Trello | Data management systems | Reporting tools