



FLORENCE KITUI

VIRTUAL ASSOCIATE



I am enthusiastic, creative seasoned virtual assistant with vast experience as a remote assistant. I am reliable, professional, diligent and resourceful with demonstrated experience in supporting business owners in the digital space.

SPECIALIZATIONS

- Social Media Management and Strategy
- Blogs, Article Writing and Management
- Graphics Creation with CANVA
- Creating Social Media Accounts
- Researching, Creating, and Writing social media posts
- Posting and Scheduling Social Media Posts
- Community Management

WORK EXPERIENCE

Content , Graphics Creation and Social Media Management

2009 TO PRESENT

- Creation of Social Media Content
- Creation of Social Media Graphics
- Creation of Website Content
- Scheduling of Social Media posts
- Social Media Community Management
- Blog Writing and Management
- Interior Design tasks
- Sales and Marketing tasks
- Supervisory and Management tasks
- Client Management

EDUCATION BACKGROUND

UNIVERSITY OF NAIROBI

BACHELOR OF ARTS -DESIGN

INTERIOR DESIGN (MAJOR)
CLASS OF 2008