Building your CV

Amina Njeri

1

12 Mwangaza Estate,
Thika Road, Nairobi, Kenya
+254 712 345 678
aminanjeri18@gmail.com

2

I am a hardworking and reliable young professional who enjoys working with people, solving problems and creating positive experiences for customers. Since completing my education, I have gained experience in administration and events, volunteering as part of a team to help deliver community activities. I am now looking for an opportunity where I can continue developing my skills and contribute positively to a growing organisation.

3

EDUCATION

St. Mary's Girls' High School, Nairobi
January 2021 – November 2024
KCSEs:

- A-: English Language, Kiswahili, Computer Studies
- B+: Mathematics, Physics
- B: Chemistry, History
- B-: Biology

4

EXPERIENCE

Administration and Events Volunteer
Mwangaza Community Centre, Nairobi
January 2025 - Present

- Welcome visitors, answer telephone enquiries and direct people to the appropriate services, demonstrating excellent communication and professionalism.
- Maintain visitor records and support administrative tasks for community programmes with high attention to detail.
- Assist with organising events and activities. I book the venues, organise the catering and take the lead creating marketing materials. We have seen attendance rates at events double since I have released these, spreading the word throughout the community more widely.

Peer Mentor
St. Mary's Girls' High School, Nairobi
January 2024 – November 2024

- Supported younger students with academic and personal development challenges, helping them feel more confident and get organised with their studies.
- Provided my mentees with resources to help manage their time better, including a study diary template which I created.
- Demonstrated empathy, leadership, and problem-solving skills, making sure I was available to my mentees and offering support and practical advice.

5

KEY ACHIEVEMENTS

- Successfully helped coordinate a sports day attended by over 100 participants.
- Completed a Workplace Readiness training programme.
- Elected Class Representative during high school.

6

INTERESTS

- Reading
- Football
- Community volunteering

© Copyright BecomingX. All rights reserved. All logos and content are the property of BecomingX and any duplication or distribution is strictly prohibited