



BENSON KIGOCI

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PROFESSIONAL SUMMARY

Capable and experienced virtual assistant. Reliable candidate ready to take on challenges using problem-solving and task prioritization skills to help team succeed.

Willing to take on any task to support the team and help business succeed. Offers great tech skills and hard skills. Excited about being able to do new things and learn more skills. Always doing hard things and with a growth mindset.

EXPERIENCE

JANUARY 2022 – JANUARY 2023

VIRTUAL ASSISTANT, SHOPIFY VIRTUAL STORE, PRESTA SHOP, EBAY SHOP AND ESTY SHOP

This are online virtual store designed to enable an Individual to sell physical products, digital products and virtual services.

My responsibility was primarily in store products listing and customer support services. Besides this I had administrative tasks for data entry using google suite services. This includes when I get clients requiring scheduling services, email management/calendar, event planning/ travel planning and hotel booking

AUGUST 2021 – DECEMBER 2021

ORTHOPEDIC TECHNICIAN, KARATINA SUB COUNTY HOSPITAL

My responsibility in this institution was to attend to out-patient cases that present with musculoskeletal disorders, refer them to other hospital departments like radiology and physiotherapy.

Other than that, my responsibility was to do regular ward round in surgical ward to care for orthopedic and trauma conditions.

The acting medical officer also required me to keep departmental health records for incoming patients and outgoing and the resources they used. such as Plaster of Paris, crepe bandages,

As an orthopedic technician it was my responsibility to perform some orthopedic procedures. e.g., Manual reduction, Casting, skeletal traction, skin tractions for patient needing any of the procedures.

EDUCATION

NOVEMBER 2017

HIGH SCHOOL DIPLOMA (KCSE), GITHUMU BOYS HIGH SCHOOL

Upon completion of a 4-year term in High school I was awarded a KCSE certificate.

DECEMBER 2022

CERTIFICATE IN ORTHOPEDIC AND TRAUMA MEDICINE, KENYA MEDICAL TRAINING COLLEGE

Upon successful completion of the 2-year course and impressing the exam board I was awarded a certificate that indicates my qualifications

DECEMBER 2022

CERIFICATE OF COMPLETING A VIRTUAL ASSISTANT PROGRAMME, ALX AFRICA (WEBSITE)

On completing 2 months short virtual assistant course I expanded my experience in the tech world and a better understanding of how to stay ahead of the curve as personal assistant/executive assistant.

SKILLS

- Orthopedic technician skills
- Casting techniques
- Traction techniques
- Imaging technique skills
- Managing of fractured limbs
- Orthotic and prosthetic devices
- Patient education
- Recordkeeping
- Triage skills
- Basic dosage prescribing skills
- First aid skills
- Google workspace skills
- Scheduling
- Customer service
- Problem solving
- Self motivation
- Word processing
- Work planning
- Tech-savvy
- Analytical thinking
- Team player
- Critical thinking

ACTIVITIES

Back in high school I was part of the Red Cross club and was awarded a certification for the same. I like badminton games too which used to play after school in home area playgrounds as my hobby

REFEREES

#1 Florence Kariuki

Orthopedic physician at Karatina sub county hospital
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#2 Dr. Denis

Orthopedic physician at Karatina subcounty hospital

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