

SAMMY LUVUSI WERE

Remote-Ready HR & Operations Generalist

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PROFESSIONAL SUMMARY

Human Resource Management graduate with remote work experience in AI data annotation, academic research, and digital operations support. Skilled in online research, data accuracy, content evaluation, and asynchronous collaboration. Experienced using remote productivity tools while consistently meeting quality and deadline targets. Seeking remote opportunities in AI data annotation, online analysis, HR support, and digital operations support.

REMOTE & FREELANCE EXPERIENCE

Academic Writer (Remote Freelance) | Self-Employed

2022 – Present (Seasonal)

- Completed 50+ academic research and writing projects across multiple disciplines.
- Worked fully remotely using Google Docs, email, and online communication platforms.
- Managed multiple competing deadlines independently while maintaining a 95% on-time delivery rate.
- Demonstrated strong written English, formatting accuracy, and client communication skills.
- Conducted online research and produced well-structured, plagiarism-free content.

Data Annotator | Remotasks (Remote)

2022 – Present (Seasonal)

- Performed image, text, and bounding box annotation tasks with high accuracy.
- Worked independently and consistently met daily productivity targets.
- Followed detailed project guidelines and incorporated quality feedback effectively.
- Adapted quickly to changing task requirements and platform updates.
- Maintained attention to detail while handling repetitive digital tasks.

PROFESSIONAL EXPERIENCE

Human Resource Management Attaché

Office of the Attorney General & Department of Justice – Nairobi, Kenya

May 2025 – September 2025

- Managed personnel records for over 100 employees while maintaining strict confidentiality.
- Supported recruitment processes including candidate sourcing, interview scheduling, and documentation.
- Assisted with payroll verification and employee data audits to ensure compensation accuracy.
- Drafted official memos, letters, and internal communication documents.
- Observed grievance handling and disciplinary procedures under the Employment Act.
- Supported administrative operations and records management activities.

CORE COMPETENCES

- **Remote Work Tools:** Google Workspace (Docs, Sheets, Drive), Microsoft Office Suite, Zoom, Slack (Basic), Email Platforms
- **AI & Data Tasks:** Data annotation, content evaluation, online research, quality assurance, structured data review
- **HR & Administration:** Personnel documentation, payroll support, digital records management, HRIS awareness
- **Self-Management:** Independent scheduling, deadline tracking, asynchronous communication, task prioritization
- **Technical Skills:** Internet navigation, typing proficiency, digital workflow adaptation, data accuracy
- **Soft Skills:** Detail-oriented, fast learner, accountability, integrity, problem-solving

EDUCATION

Bachelor of Science in Human Resource Management with IT

Maseno University – Kisumu, Kenya

Graduated: 14th November 2025

CERTIFICATION

- Peer Counselling Certificate

LANGUAGES

- English – Proficient (Written & Spoken)
- Kiswahili – Native

REMOTE WORK ATTRIBUTES

- Self-motivated and capable of working without direct supervision
- Strong written communication for asynchronous teams
- Consistently meets deadlines and productivity targets
- Quick learner of digital platforms and workflows
- Maintains confidentiality and professional integrity

REFEREES

Available upon request.