

# Braxtone Omusugu

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Portfolio: <https://braxtoneoms.github.io/My-portfolio/>

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## Professional Summary

Organized and detail-oriented professional with experience in administration, customer support, data entry, and research. Skilled in managing calendars, handling emails, preparing reports, and supporting remote teams. Adept at using productivity tools such as Google Workspace, Microsoft Office, Trello, and Slack. Strong communication skills with a proven ability to work independently, manage multiple tasks, and ensure efficiency in virtual environments.

## Professional Experience

### Pricing Analyst | Unicargo Global Logistics: Nairobi, Kenya

Mar 2023 – Aug 2025

- Managed financial reports, documentation, and internal communications for executive leadership.
- Coordinated with sales and finance teams, ensuring timely scheduling of meetings and follow-ups.
- Created and maintained spreadsheets, databases, and organized digital files.
- Conducted online research, data entry, and developed reports to support decision-making.

### Business Development Officer | Jirani Smart Microfinance: Voi, Kenya

Oct 2022 – Feb 2023

- Conducted market research and prepared presentations for stakeholders.
- Drafted contracts, managed client communications, and handled data entry of financial records.
- Supported administrative tasks, including scheduling meetings and managing client inquiries.
- Assisted in preparing forecasts, reports, and maintaining CRM database updates.

## Education

### University of Nairobi – *BSc in Actuarial Science (Second Class Upper Division)*

- Coursework: Risk management, data analysis, forecasting, and financial modeling.
- Final year research focused on financial forecasting and data modeling.

### LinkedIn Learning – *Data Science & Analytics Courses (2025)*

- Training in Data Analytics, Visualization, and Reporting using Power BI, SQL, and Excel.

### Power Learn Project (PLP) – *Software Engineering, Full Stack Development* *Expected Graduation: November 2025*

- Gaining hands-on experience in **front-end and back-end development**, including HTML, CSS, JavaScript, React, Node.js, and databases (MySQL, MongoDB).
- Building skills in **API development, version control (Git/GitHub), and deployment of applications**.
- Training in **agile methodologies, teamwork, and problem-solving** within real-world project settings.
- Developing a portfolio of **web applications and full-stack projects** to demonstrate technical and collaborative abilities.

## Skills

- Administrative Support: Calendar management, email handling, document creation, data entry, CRM updates
- Communication: Professional correspondence, client support, report preparation
- Tech Tools: Google Workspace, Microsoft Office, Trello, Slack, Canva, Power BI, Excel, Python, HTML, CSS, JavaScript, MongoDB, Tensorflow, Matplotlib, D3.js, SQL, Numpy, Pandas.
- Other Skills: Research & analysis, time management, organization, problem-solving

## Achievements & Awards

- ACCA Strategic Business Leader Challenge – Kenya (2022) | Finalist, Top 10 nationally
- Chemistry Annual Symposium – Western Region (2016) | Ranked 2nd best participant