

# Julie Mwangi / Resume

Contact: +971547346373

Email: [juliekinyua@gmail.com](mailto:juliekinyua@gmail.com)

Employment status: Resident



## **Key Strengths:**

Organization in administration, multitasking, prioritization, very creative, enthusiastic, and a great sense of humor.

## **Work Experience:**

### **Family Chauffeur**

**December 2017 to present**

My role and responsibilities were as follows:

- Responsible for safely transporting the Royal Family, and the children to school and around UAE.
- Demonstrates ability to deal peacefully with unforeseen circumstances.
- Deal with delays and use advanced driving techniques to better improve time management and safety for the Royal family when they have urgent appointments.
- Perform daily vehicle inspections before travelling with the family and keeping safety as my number 1 priority.
- Empowered to collect sensitive documents and deliver them with complete discretion.
- Maintain a professional grooming culture.

### **Heri Heights Furnished and Serviced Apartments**

#### **Senior Sales&Marketing Executive**

**February 2012 to 31<sup>st</sup> March 2016**

My role and responsibilities were as follows:

- Oversaw the entire Sales and Marketing division.
- Oversaw all customer inquiries & requests and ensured that they were appropriately responded to in a timely manner.
- Prepared weekly sales and marketing reports for submission to the Managing Director.
- Bookkeeping and revenue maximization.
- Sustained business relationships with key accounts by making periodic visits, telephone communication.
- Identified new business opportunities, prospects and evaluated their position in the industry.
- Researched and analyzed sales options.

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- Maintained relationships with clients by providing support, information, and guidance.

### **Oak Place Conference and Training Center**

**October 2010 to October 2011**

My roles and responsibilities were as follows:

- Consulted on E-Marketing.
- Created and maintained client database.
- Formulated standard operating procedures.
- Reconcile invoices to purchase orders and bill customers.
- Organized events that included weddings and Conferences.

### **Lukenya Getaway (Reservations, Sales & Marketing executive)**

**June 2007 to October 2010**

My roles and responsibilities were as follows:

- Reservations Coordinator
- Marketing Accounts Executive
- Made & took calls on inquiries
- Handled petty cash for my department
- Data entry and Filling

### **Fairview Hotel Ltd (Front Office Operations)**

**December 2004 To March 2007**

My roles and responsibilities were as follows:

- Reservations Coordinator.
- Switchboard Operator.
- Data entry, Cash and cheque payable.
- Maintained Credit and cash daily receivables.

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### **Educational Background**

- Sales and customer care training from Sales Edge Kenya.
- Certificate in Post rape counseling in crisis situations.
- Diploma in Guidance and Counseling from The University of Nairobi.
- Trained in Telemarketing and customer care.
- Awarded a Certificate in Guidance and Counselling from the Career Guidance & Counseling Centre.
- Baraton University studying BSc. In Zoology from 1999 - 2002.
- Awarded Certificate in Computer Study from Mbaya Karichu Institute - Packages included: Ms Word, Excel, Access, PageMaker, Internet, and DOS.
- K.C.S.E - Kyeni Girls High School

Reference to be provided upon request.