



# COLLINS AGESA

Secretary, Graphics Designer, Writer,  
Salesperson, Project Assistant

collinsagesa2019@gmail.com | +2547 9661 9837 | Oginga Odinga Street, Nakuru

## PROFILE SUMMARY

- Dedicated and passionate about writing, graphics, and design.
- Skilled salesperson with a strong ability to connect with clients.
- Well-trained and educated in various aspects of these fields.
- Proven track record of satisfaction and success in writing, design, and sales.
- Committed to becoming a valuable asset in any organization.
- Focused on contributing to overall success and growth.

## EDUCATION

**Maseno University** 2019

- Bachelor of Arts (Literature, with IT)

**INGCO GROUP** 2024

- Green Digital Skills and environmental sustainability

**ALX** 2024

- AI career essentials, (AiCE)
- Project management and team leadership
- Virtual Assistant

**DISASTER READY ORGANIZATION** 2024

- Project Management and its Essentials

**Kakamega High School** 2015-2018

- Obtained a High school certificate

## WORK EXPERIENCE

**Project Assistant - Nakuru Box** FEB 2025 - PRESENT

- Supported planning and execution of events, trainings, and innovation programs.
- Handled project documentation, reporting, and logistical coordination.
- Assisted in budget tracking and procurement processes.
- Engaged stakeholders and participants, ensuring smooth project communication.
- Supported M&E through data collection and feedback analysis.
- Promoted activities via social media and community outreach.

**Assistant Secretary/receptionist - Nakuru Box** 2024 - PRESENT

- Administrative Support: Schedule appointments, manage files, and draft correspondence for our clients.
- Communication: Handle calls, emails, and client interactions professionally when on duty.
- Record Keeping: Maintain business records, prepare reports, and take meeting minutes when called upon.
- Event Planning: Coordinate logistics for events and meetings for our clients.
- Office Management: Manage supplies and ensure smooth office operations.
- Financial Assistance: Track expenses and assist with invoicing for some of our clients.
- Data Management: Conduct research and compile insights for decision-making.
- Customer Relations: Greet clients, handle inquiries, and resolve concerns.
- Project Coordination: Track progress and ensure timely completion of tasks.

### **Assistant receptionist - Nakuru Box**

2023 - PRESENT

- Greet and assist visitors, clients, and partners.
- Manage calls and emails, directing inquiries accordingly.
- Schedule meetings and manage daily calendars.
- Handle mail distribution and deliveries.
- Support event coordination (workshops, conferences, etc.).
- Maintain the cleanliness and organization of reception and office spaces.
- Provide basic administrative support to entrepreneurs/startups.
- Operate office software and manage visitor databases.
- Promote hub services and engage with the community.

### **Graphic Designer -Nakuru Box / EnezaIT Solutions.**

2023

- Meet with clients or the art director to determine the scope of a project
- Use digital illustration, photo editing software, and layout software to create designs
- Create visual elements such as logos, original images, and illustrations to help deliver a message
- Design layouts, including selection of colors, images, and typefaces
- Present design concepts to clients or art directors
- Incorporate changes recommended by clients or art directors into final designs
- Review designs for errors before printing or publishing them

### **Content Writer - Nakuru Box / EnezaIT Solutions.**

2023

- Choose subjects that interests readers
- Write fiction or nonfiction scripts, biographies, and other formats
- Conduct research to get factual information and authentic detail
- Write advertising copy for newspapers, magazines, broadcasts, and the Internet
- Present drafts to editors and clients for feedback
- Work with editors and clients to shape material for publishing

## **PROFESSIONAL SKILL**

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- Communication and writing
- Time and project management
- Problem-solving and critical thinking
- Attention to detail
- Confidentiality and discretion
- Adaptability under pressure
- Client service and negotiation
- Travel coordination and research
- Digital literacy and marketing
- Leadership and creativity
- Advanced computer and graphic design skills

## **LANGUAGES**

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- English (fluent)
- Germany (basic)
- Swahili (fluent)

## INTERESTS

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- Books reading
- Travelling
- Writing
- Cooking
- Youth Empowerment
- Nature and adventure
- Sales and marketing rapports

## REFERENCES

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- Aswani Daniel  
kakamega school teacher  
+254721654508
- Midega John  
Maseno University  
+254733943141
- Juddy Kakai  
Nakuru Box Ventures  
+254727267951
- Zipporah Nyangara  
Haven of Dreams, Free Area, Nakuru  
+254724774469





# Maseno University

*On the recommendation of the University Senate  
and by virtue of the authority vested in the University, hereby confer upon*

**Collins Agesa**

*the degree of*

**Bachelor of Arts (Literature, with IT)**

**Second Class Honours (Upper Division)**

*In testimony thereof this award was conferred at the congregation held at this University on*

**Friday the 15th December, 2023**

*Vice-Chancellor*

*Deputy Vice-Chancellor,  
Academic & Student Affairs*



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Kisumu



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Fax: +254 - 57 - 351221

Email: [info@maseno.ac.ke](mailto:info@maseno.ac.ke)

*Maseno University*

**PROVISIONAL ACADEMIC TRANSCRIPT**

Reg. Number: ALI/01011/019		Name: AGESA, COLLINS	
Year of Study: 3		Academic Year: 2022/2023	
Faculty: SCHOOL OF ARTS AND SOCIAL SCIENCES		Programme: BACHELOR OF ARTS (LITERATURE, WITH IT)	
COURSE CODE	COURSE TITLE	UNITS	GRADE
ALI 301	West African Literature	1	C
ALI 302	Introduction to Research Methodology	1	A
ALI 303	North African Literature	1	A
ALI 304	Literary Movements	1	A
ALI 305	Caribbean Literature	1	A
ALI 306	Literature of Great Britain	1	B
ALI 307	Practice of Creative Writing	1	B
ALI 311	Theatre Arts	1	B
CURRENT AVERAGE:			66
RECOMMENDATION: HALTED			

**Legend:**

70%-100%	A	EXCELLENT	50%-59%	C	GOOD	0%-39%	E	FAIL
60%-69%	B	VERY GOOD	40%-49%	D	FAIR		#	AUDITED

SIGNED: .....

Dean, SCHOOL OF ARTS AND SOCIAL SCIENCES

Date Issued: \_\_\_\_\_

Date Printed: Thursday, 11 July, 2024



## CERTIFICATE OF ACHIEVEMENT

Proudly Presented to

**Collins Agesa**

For successfully completing an 8-week programme in  
Virtual Assistance Skills in the Digital Age

A stylized, handwritten signature in white ink, likely belonging to Fred Swaniker.

**FRED SWANIKER**  
Founder & CEO, ALX Group

A stylized, handwritten signature in white ink, likely belonging to Jaco Jansen van Rensburg.

**JACO JANSEN VAN  
RENSBURG**  
VP of Learning, ALX

**Date of issue:** 8th October 2024

**Program completion date:** 7th October 2024

Scan the qr code or visit <https://intranet.alxswa.com/certificates/YCNJ6LMS2p> to authenticate this certificate





## CERTIFICATE OF ACHIEVEMENT

Proudly Presented to

**Collins Agesa**

For successfully completing an 8-week programme in  
AI Augmented Professional Development Skills in the Digital Age

A stylized, handwritten signature in black ink, likely belonging to Fred Swaniker.

**FRED SWANIKER**  
Founder & CEO, ALX Group

A stylized, handwritten signature in black ink, likely belonging to Jaco Jansen van Rensburg.

**JACO JANSEN VAN  
RENSBURG**  
VP of Learning, ALX

**Date of Issue:** 17th May 2024

**Program completion date:** 11th May 2024

Scan the qr code or visit <https://intranet.alxswe.com/certificates/Cr5mspTLEy> to authenticate this certificate





MAKHOSI WELLNESS

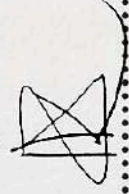
# Certificate Of Achievement

This is to certify that

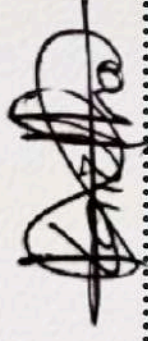
**COLLINS AGESA**

.....  
has been honored as the third-place winner in the 1st Writing Competition organized by Makhosi Wellness in the year 2023. The competition focused on exploring the topic of how the erosion of African traditional values has impacted mental health and promoting cultural awareness. We congratulate you on this outstanding achievement and commend your dedication to promoting mental health and cultural understanding through your remarkable writing skills.

Given on 6th January 2024



.....  
Waithera Karugutu  
Founder  
Tawa Health



.....  
Lemu Wanjiku  
Founder  
Makhosi Wellness



# Certificate of Completion

6 May 2024

**Collins Agesa**

has successfully completed

**Green Digital Skills**

an online non-credit course supported by LinkedIn and offered by INCO Academy.

Hours of study: 24



INCO Academy has confirmed the identity of this individual and their participation in the course. Verify at:

# Certificate of Completion

This record of completion is granted to

**Collins Agesa**

for having successfully completed the following:

## Project Management Essentials Certificate

Completion Date: Saturday, May 4, 2024

Provider: Cornerstone OnDemand Foundation



A handwritten signature in black ink, reading "Tina Bolding".

Tina Bolding  
Director of DisasterReady  
Cornerstone OnDemand Foundation