

Judy Nganga

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QUALIFICATION SUMMARY:

- **Organized:** Great at handling complex schedules, budgeting and arrangements.
- **Versatile and Hardworking:** Driven to improve productivity and customer relations with attention to detail and a professional demeanor.
- **Multi-Tasking:** Outstanding telephone, scheduling, and documentation skills.

OBJECTIVE:

- Obtain a job in Computer Information Systems where I can utilize my experience and expertise.
- Empower individuals to give back and show compassion towards different communities.

EDUCATION:

Grand Canyon University

- *Masters of Science* *08/2019 - 05/2021 Glendale, Arizona*
Major - Cybersecurity

Northern Arizona University

- *Bachelor of Science in Business Administration* *08/2015 - 05/2019 Flagstaff, Arizona*
Major - Computer Information Systems
- *Undergraduate Certificate* *08/2017 - 05/2019 Flagstaff, Arizona*
Enterprise Systems

SUMMARY QUALIFICATION AND EXPERIENCE:

- Three years' experience in office management and twelve years volunteer experience

WORK EXPERIENCE:

Jubi Tech, LLC

Full Time - CEO *07/2019 - Present Maricopa, Arizona*

- Managing company's overall operations
- Delegating and directing agendas
- Control Profitability
- Managing company organizational structure
- Setting and managing company strategy

Pelizaki Solutions LLC

Part Time - Office Assistant *08/2015 - 08/2018 Chandler, Arizona*

- Ordered and distributed office supplies like ink cartridges, toner, and paper.
- Managed records for the company vendors and customers
- Answered and managed incoming and outgoing calls while recording accurate messages.
- Coordinated and scheduled business meetings
- Booked appointments for the president
- Arranged and booked business travel for the president

VOLUNTEER EXPERIENCE:

Hope of Life International Ministries Inc.

Volunteer

02/2008 - Present Chandler, Arizona

- Feed the homeless and provide clothing to individuals who are in need
- Assist with registration of program participants
- Teach Microsoft Office to those who do not know how to use computers
- Fundraise for Kenyan Women of Hope Program

Voices of Hope Community Church

Volunteer

09/2007 - 06/2012 Atlanta, Georgia

- Sunday School Instructor
- Taught children about Faith and Christianity
- Scheduled special events for the Children's ministry

COMPUTER PROGRAMS:

- C#, C++, Python
- SAP, Oracle SQL Developer, Linux, Unix, Rapid Miner
- Microsoft Word, Excel, PowerPoint, Access, Visual Studio

INTERPERSONAL SKILLS:

Flexible, detail oriented, work well under pressure, and critical thinker.