Vivian Mutai
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Professional Summary

Impact-driven and adaptable data professional transitioning from administration and cloud support into analytics and AI-driven projects. AWS certified with 5+ years of professional experience, including 3+ years working on data annotation, QA, and analytics projects. Proficient in Python, SQL, Excel, and cloud platforms. Completed practical simulations and self-led projects in machine learning, data wrangling, and visualization. Passionate about applying data for global social good in areas such as health, education, and sustainability.

Work Experience

Data Annotator – CloudFactory (Remote)
Nov 2023 – May 2024
- Annotated large datasets (images, video, audio, text) for AI/ML projects in collaboration with global teams
- Delivered high-accuracy labels in NLP, object detection, and segmentation tasks under tight timelines

Data Annotator – Remotasks (Remote)
2020 – Mar 2024
- Labeled and reviewed 2D/3D data, including LiDAR segmentation, used to train autonomous systems
- Maintained 95%+ task accuracy, participated in QA review cycles, and adapted quickly to changing guidelines

Virtual Assistant – Freelance (Upwork)
Sept 2022 – Aug 2023
- Managed calendars, email, reports, research, and social media for international clients
- Used tools like Trello, Slack, Google Workspace, and Excel to streamline client operations

Administrative Assistant – Kirem Properties (Eldoret, Kenya)
May 2021 – Sept 2022
- Oversaw office documentation, tenant communication, and financial tracking for real estate listings

Computer Trainer – SEEWO (Nairobi)
May 2021 – Apr 2022
- Trained women in Microsoft Office, digital literacy, internet safety, and business tools

IT Support Intern – Moi University (Eldoret)
Jan 2021 – May 2021
- Assisted with hardware/software troubleshooting, network setup, and IT asset management

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Simulations & Case Experience

BCG Data Science Job Simulation (Forage) – *June 2025*
- Completed customer churn project using Pandas, NumPy, and Random Forest model (85% accuracy)
- Delivered strategic insights and visualizations in executive summary format

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Education & Certifications

BSc in Business Management & Information Technology
Kabarak University – Nakuru, Kenya
Graduated: 2021

AWS re/Start Program – Cloud Foundations & Python
Ajira Digital x AWS
Completed: 2024
- Covered Python, Linux, AWS CLI, EC2, IAM, and S3 basics

AWS Certified Solutions Architect – Associate
Issued: July 2023

AWS Certified Cloud Practitioner
Issued: 2023

Certificate in Virtual Assistance – African Leadership University
Issued: 2022

Project Management Certificate
Issued: July 2022

Technical Skills

- **Languages**: Python, SQL, HTML/CSS
- **Data Analysis**: Pandas, Excel (Pivot Tables), data cleaning, visualization, NumPy
- **Tools**: Power BI basics, Docker, Git, Jupyter Notebook, SSMS, Power Query, Trello, VS Code
- **Cloud**: AWS (EC2, S3, IAM, CLI)
- **QA & Annotation**: NLP, LiDAR, segmentation, QA reviews
- **Other**: Flask (basic), Linux CLI, GitHub version control

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Selected Data Projects

Energy Churn Prediction Project – *Python, scikit-learn*
Random Forest model built to identify customer churn (85% accuracy)

Nashville Housing Data Cleaning – *SQL*
Cleaned data using joins, date formatting, and CTEs

COVID-19 Data Exploration – *SQL*
Explored global trends using temp tables, window functions

Bike Buyer Dashboard – *Excel*
Slicer-based dashboard showing trends by demographic and region

Simple Book Tracker – *Python*
CLI tool for tracking and exporting book data to CSV

Dockerized Flask App – *Python, Docker*
Multi-page web app containerized using Docker volumes

Soft Skills

- Strong communicator & collaborator in global teams
- Curious, fast learner with a growth mindset
- Values diversity, inclusion, and social impact
- Self-driven, adaptable, and professional under pressure

Languages: English (Fluent), Kiswahili (Native), Kalenjin (Native)

References available upon request