



Damaris Chege: Certified Executive Virtual Assistant & Operations Expert.

Damaris Nyambura Chege is a highly skilled Executive Virtual Assistant based in Nairobi, Kenya, with over a year of experience supporting professionals and businesses to streamline operations, manage schedules, and enhance productivity. She holds a BSc in Paramedic Science from Masinde Muliro University of Science and Technology, equipping her with exceptional problem-solving skills and the ability to excel under pressure.

Damaris specializes in inbox and calendar management, CV screening, recruitment support, project coordination, and client communication. She is proficient in digital tools such as Trello, Asana, Slack, Google Workspace, HubSpot, Salesforce, Canva, and QuickBooks, enabling her clients to focus on core business objectives.

Damaris contributes innovative solutions to improve operational efficiency while further refining her virtual assistant and administrative expertise. She is committed to continuous learning and delivering high-quality results.

Professional Philosophy:

Organization, adaptability, and clear communication are the cornerstones of Damaris's approach. She builds strong relationships and ensures seamless operations for the teams she supports.

Personal Interests:

Outside work, Damaris enjoys reading, exploring new technologies, and volunteering—leveraging her healthcare background to make a positive impact.

Contact Damaris:

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