

Kelvin Muthomi

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Professional Summary

Multilingual professional with 5 years of experience in content evaluation, annotation, and response-based projects. Highly proficient in German (Native) with strong attention to detail and analytical skills. Experienced in delivering high-quality evaluations under tight deadlines. Excellent communicator and team player with the ability to train and manage a small team.

Core Competencies

- German Language Proficiency: Native, C2
 - Content Evaluation & Annotation
 - Response-Based Projects
 - Quality Assurance & Rating Systems
 - Team Coordination & Mentorship
 - Data Analysis & Reporting
 - Remote Work & Freelancing
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Professional Experience

Freelance Content Evaluator & Digital Skills Trainer

Self-Employed | Kenya | Jan 2019 – Present

- Evaluated and rated content for online platforms according to project guidelines.
- Annotated and categorized content to improve search relevance and user engagement.
- Trained youths and clients in digital skills, online jobs, and freelancing services.
- Managed a team of 10 content contributors for specific projects, ensuring quality and timely delivery.
- Provided feedback reports and insights to improve content evaluation processes.

Tour Guide & Community Development Facilitator

Kenya | 2017 – Present

- Conducted wildlife and cultural tours, delivering high-quality experiences to international clients.

- Engaged in community-based development projects, including mentoring adolescents and promoting educational initiatives.
- Assisted in content documentation and reporting for community interventions.

Online Freelance Services Provider

Freelancer | Kenya | 2018 – Present

- Provided online services including research, content creation, and project support.
 - Developed digital training modules aligned with national and international standards.
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Education

- **Certificate in Digital Skills & Freelancing** – ajira digital Kenya
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Languages

- German – Native
 - English – Fluent
 - Swahili – Fluent
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Technical Skills

- Microsoft Office (Word, Excel, PowerPoint)
 - Google Workspace (Docs, Sheets, Slides)
 - Content Management Systems (CMS)
 - Online Collaboration Tools (Slack, Trello, Zoom)
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Additional Information

- Available for immediate start.
- Flexible for remote or on-site assignments.
- Per-hour rate: USD 10