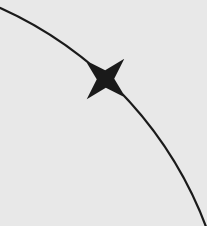
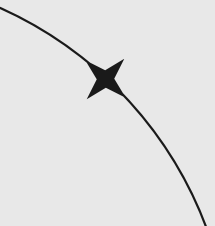


Hello,

I'm Gloriam Alwang'a Eshiwani



- I am a HR Generalist, Career Coach and Administrative Specialist with over 14 years of experience in HR, operations, executive support, and career development supporting businesses across Africa, North America, and Australia. I specialise in recruitment, calendar management, HR documentation, and resume optimization, particularly for consulting, education, and hospitality organisations.
- I also help executives, HR teams, and job seekers bring structure and clarity to messy processes, whether that's shortening hiring timelines, streamlining admin tasks, or creating standout job search materials.



Problems I Solve & Results Delivered



- Screened 40+ job applications monthly, recruited and managed talent pipelines for HPDA with annual revenues ranging from \$50K to \$100K.
- Reduced time-to-hire from 30 to 24 days by tracking recruitment activities and automating follow-ups
- Resolved 85% of internal grievance cases using structured, timely HR interventions
- Coordinated 100+ global meetings with no time zone errors or delays
- Maintained 99% accuracy in employee records and contract documentation
- Helped 200+ job seekers land interviews within 10 days through ATS-compliant CVs, targeted cover letters, and LinkedIn profile makeovers
- Saved 25+ admin hours/month with task tracking and workflow tools such as Notion for startup founders in Australia and the USA.

Why I Do This Work

I believe operations and job search systems should respect people's time, not waste it. I've seen how disorganized admin or poorly written applications can hold people back. I do this work to remove that friction, so people can focus on what matters most.

Education

University of Nairobi

- Bachelor of Commerce (Human Resource Management)

Kenya Institute of Business Management

- Diploma in Business Management



CERTIFICATIONS

- Co-Active Coach Practitioner - Co-Active Training Institute (October 2025)
- McKinsey Forward Program Certification - McKinsey.org (July 2025)
- Talent Sourcing- LinkedIn | March 2025 Certificate ID:
7f0b9f2f90c1cd9a97ffc1bb58063fac510c08fa5f802d0020035a0c3d2659cb
- Recruitment Foundation - LinkedIn | March 2025 Certificate ID:
4c169b6ec5f91103be973b27e8d9e4f47081d07932710863715284a9a30904a0
- Niche Recruiting - LinkedIn | March 2025 Certificate ID:
e41ce10a599b099d71ea8df67c27cf7a6f4ccc6fe662683f81439ed23126c43c
- Diversity, Inclusion and Belonging - LinkedIn (March 2025)
- International and Strategic Human Resource Management - Alison (June 2024)
- HR Analytics using MS Excel for Human Resource Management - Udemy (May 2024)
- Virtual Assistant Training Certification - Udemy (May 2024)

Experience

PulseShift Careers Nairobi, Kenya

Career Coach (Remote) July 2025 - Present

- Train more than 500 job seekers on CV writing, interview preparation, and LinkedIn optimization, conducting individual coaching sessions that increased interview callback rates.
- Design capacity-building workshops on professional positioning, networking strategies, and personal branding, delivering sessions that equipped participants with career advancement tools.
- Write over 300 achievement-focused CVs annually emphasizing measurable outcomes and field-specific keywords, helping clients secure interviews across nonprofit, corporate, and international development sectors.
- Develop training materials on job search strategies, application tracking, and career transition planning, supporting clients navigating sector changes and advancement opportunities.
- Facilitate one-on-one career consultations addressing professional development needs, providing guidance that enabled clients to articulate value propositions and secure employment offers.
- Coordinate follow-up communications with 300 clients via Email, tracking progress and offering ongoing support, maintaining engagement that sustained professional development momentum beyond initial consultations.

Independent Consultant Remote

Online Tutor July 2019 - July 2025

- Created 20 customized lesson plans for essay and research writing skills, raising student test scores by 20%.
- Delivered 100 instructional modules across multiple subjects, improving course completion rates among struggling learners.
- Coached students individually on time management and study habits, increasing assignment submission rates by 30%.
- Designed learning materials using APA, Chicago, and MLA referencing styles for 50 academic writing clients.

Experience

HR Assistant Human Performance Dynamics Africa Ltd (Nairobi, Kenya) | July 2024 – February 2025

- Screened over 40 job applications monthly and assisted in recruitment processes, reducing the hiring timeline from 30 to 24 days
- Assisted in managing employee relations matters and grievance procedures across a workforce of 20+ employees, demonstrating a strong understanding of Kenyan labor laws
- Supported disciplinary processes by preparing documentation, including show cause letters and warning letters, maintaining 100% accuracy in record-keeping
- Collaborated in contract management by drafting and processing employment contracts for 45+ employees
- Maintained talent database and HR analytics with 99% accuracy
- Coordinated with department heads to resolve employee grievances, achieving an 85% successful resolution rate

Executive Assistant Jinan Kaifiya (Georgia, USA) | Remote | July 2021 – June 2024

- Managed inbox of 50+ daily emails across 2 accounts, achieving 95% same-day response rate and reducing client's email management time by 15 hours weekly
- Conducted market research and prepared 25+ analytical reports quarterly, leading to identification of 3 new business opportunities worth \$50,000 in potential revenue
- Implemented new financial tracking system managing \$100,000 in annual expenses, resulting in 15% cost savings through better budget allocation and vendor negotiations
- Designed and executed project management system handling 35+ concurrent tasks, improving deadline compliance from 75% to 98%
- Coordinated 25+ international meetings monthly across 5 time zones with zero scheduling conflicts, saving 8 hours weekly in administrative time
- Processed and reconciled monthly expenses averaging \$10,000, maintaining 99.9% accuracy in financial records

Experience

Executive Assistant Sinem Avci (Australia) | Remote | Jan 2020 – March 2024

- Managed communication with 50+ international stakeholders across 3 time zones, maintaining 97% client satisfaction rate
- Processed 50+ monthly invoices worth \$7500, reducing payment processing time by 40%
- Implemented new CRM system tracking 300+ client interactions monthly, improving client response time by 60%
- Coordinated travel arrangements for 15+ international trips annually, saving \$12,000 in travel costs through efficient booking strategies
- Automated 12 recurring administrative processes, saving 25 hours monthly in manual work

Head Cashier African Rafiki Ltd (680 Hotel) | Nairobi, Kenya | July 2009 – Dec 2018

- Managed cash inflows and outflows, reducing discrepancies by 15%, showcasing attention to detail crucial for benefits administration and compliance.
- Led and developed team of 10 staff members, improving productivity by 20%
- Managed employee schedules and training programs across multiple shifts
- Handled confidential financial data with 100% accuracy
- Implemented process improvements resulting in 10% efficiency gain

Experience

Essay and Research Online Tutor/CV Writer

Independent Contractor Self-Employed | Remote | July 2019 - 2025

- Tutoring business serving 50+ students across diverse academic needs
- Created 20 lesson plans tailored to individual needs, improving average test scores by 20%.
- Delivered 100+ clear, visual presentations that raised student retention and academic performance.
- Trained 100+ job seekers on CV, resume, cover letter writing, helping them improve interview success rates.
- Taught writing and research skills to 100+ students, improving essay quality and academic results.
- Used one-on-one support and feedback to raise participation, attendance, and assignment completion by
- 30%.

Tools

Microsoft Office (Excel, Word, PowerPoint), Google Analytics, Google Workspace, Canva, Zapier, Tableau, Zoom, HubSpot, Slack, Trello, Notion, Asana, ATS, AI (Claude, ChatGPT, Manus, Gamma, Gemini, Apollo.io, Jasper, Zapier), PowerBI, and QuickBooks, ATS Screening Systems



Skills

- Administrative Support
- Remote Team Collaboration
- US Time Zone Coordination
- Scheduling & Calendar Management
- Email & Inbox Management
- Online Research & Data Analysis
- Project & Task Management
- Stakeholder Management
- Full cycle recruitment
- Candidate sourcing
- Client Communications
- Performance Reporting
- Employee Relations Support
- Process Optimization
- Financial Administration
- Document Preparation
- Problem Solving
- AI Agents
- ATS Screening Systems

MY WORK SAMPLES

**THE PERCEIVED EFFECTS OF WELLNESS PROGRAMS ON EMPLOYEE
PERFORMANCE AT KINGS WAY TIRES**

PRESENTED BY

ESHIWANI GLORIAH ALWANG'A - D33/139097/2020

Journal Entries

Southern Company

Account	Debit	Credit
Building (new)	\$1,575,000	
Accumulated Depreciation	\$1,270,000	
Cash	\$175,000	
Gain on Exchange of Assets		\$670,000
Building (old) (at cost)		\$2,350,000

Eastern Company

Account	Debit	Credit
Building (new)	\$1,750,000	
Accumulated Depreciation	\$720,000	
Gain on Exchange of Assets		\$345,000
Building (old) (at cost)		\$1,950,000
Cash		\$175,000

I researched trending topics. I achieved this using Google Docs/Ms. Word, Google Slides /Powerpoint, and Canva are used for presentations and to facilitate effective communication of ideas.



Business Plans/Proposals/Blog Content Writing

Project Proposal

Project Title: Red Bull Energy Gummies

Introduction and Background

Once in a while, we need that extra bump we can get from taking an energy drink to get on with our daily activities. Red Bull was introduced to the market in the year 1987 by an Austrian company named Red Bull GmbH. Since its first launch in April 1987, Red Bull has seen tremendous growth in the sale of its energy drinks. Currently, Red Bull has employees in over 170 countries and over 13,000 employees. It is also sold in 171 countries worldwide including the 21 member states of the European Union. In 2021, over 9 billion cans of Red Bull were sold which led to an increase of 24.3% in profit compared to its 2020 value. A can of Red Bull has 168 calories with ingredients like potassium, caffeine, iron, magnesium, vitamin B6, etc.

Nowadays, customers are looking for healthier ways to consume their food. With the Red Bull gummies, customers can get the same amount of nutrients by just chewing the gummies. Just as the popular slogan says “Red Bull gives you wings”, the Red Bull gummies will give the same amount of energy you need to jumpstart your day in a more healthier and sustainable way.

Purpose of the Project

Marketing helps bridge the distance between business and customers. Through marketing, customers can understand a company’s products and how they solve a problem they have. When marketing is done right, it results in more sales and good company performance. Therefore, marketing must be viewed as an investment and not a cost of doing business. Companies must not shy away from investing in marketing, as it is an effective way to tell product stories and reach many customers. The project’s purpose is to challenge our team to create a marketing campaign for a modified existing product and make it desirable to customers to drive sales.

Our team has decided to modify an existing product, the Red Bull energy drink, into a Red Bull energy gummy. Many people consume energy drinks, and Red Bull is the favorite brand for many customers. The market size for energy drinks is huge with even larger growth potential. However, many people are turning to healthy alternatives due to concerns about high caffeine, sugar, and preservatives, and the lack of eco-friendly cans. An edible version of Red Bull, thus, is a great idea that will help the company cater to its customers’ needs and be mindful of their health and our environment.

Why do you think this topic is important?

Energy drinks have become wildly popular over the last couple of decades with more companies jumping on the bandwagon like Monster, Bang, and 5-hour energy after Red Bull hit the shelves in the late 90s. Each of these companies only focuses on drink versions; however, edibles are becoming more popular. This product is important because sometimes people want a burst of energy, but do not always want the full amount that a drink offers. Also, there are numerous studies that show how many chemicals are used to make these drinks and how detrimental they are to different organs in the body. A gummy would cut back on the number of chemicals that one is consuming in a can of red bull. Have a long car ride and need some caffeine? Don't want to stop to use the restroom after downing a can of Red Bull? Gummies would be beneficial to people who just do not want extra fluid intake. Lastly and probably most importantly, gummies would help cut back on the immense amount of waste these energy drinks produce daily. A consumer can purchase a pack of gummies in a more eco-friendly container that could significantly reduce extra waste. Red Bull is already a very successful company and this would be an opportunity to look at ways of expanding their product. For these reasons, we propose that this product should be added to our company's production.



RedBull Energy Gummies Presentation

Abstract

Toyota, a well-known car maker, has noticed an unexploited market in the laptop industry. Toyota intends to introduce a range of very strong and long-lasting laptops that are good-looking and aimed at professionals and power consumers based on its experience in design, manufacturing, and engineering. This report highlights the justification behind this venture as well as market analysis, product specifications for development, production strategy, and benefits.

Introduction

The aim of this report is to propose a comprehensive plan for Toyota's entrance into the laptop market. Toyota's strong brand identity, along with its technological leadership capabilities and commitment to quality, makes it ripe for diversification into the laptop segment, thereby presenting growth opportunities through innovation (Saltzman, 2024). By entering into this market, Toyota will utilize its core competencies to secure a niche position in a rapidly growing but highly lucrative industry.

Body

The laptop market is highly competitive, with Dell, HP, and Apple being the major players in the sector. However, there exists a need for laptops that exhibit high-performance levels, durability, and aesthetics. Considering Toyota's reputation for dependability and attention to detail, it is an excellent place that can be capitalized on much more easily (Sayyadi & Provitera, 2024). However, despite having many options available among already established companies dealing with laptops, professional users have none specifically designed for their particular needs, nor do power users have one specifically designed for overworking tasks such as video editing, gaming, or data interpretation while still surviving travel conditions and continuous movement.

Toyota's technical know-how in engineering and manufacturing can thus be utilized to satisfy these computer requirements that other makers fail to consider (Saltzman, 2024). By focusing on top-drawer materials, extreme construction techniques, and ergonomic design attributes, Toyota can stand out from other providers, resulting in new buyers who will not easily shift allegiance.

Product Specifications

The design considerations adopted by our company shall aim to ensure top-notch performance, portability, and durability are upheld among our PCs. At least one key component must be highlighted within each of them. These are:

High-end processors and graphics cards for seamless multitasking and multimedia capabilities: Toyota will collaborate with leading chip manufacturers to integrate the most current powerful CPUs and GPUs into

the laptops. This will ensure smooth performance for demanding applications, such as video editing, 3D rendering, and gaming (Saltzman, 2024).

Rugged construction with shock-resistant chassis and spill-resistant keyboards: Drawing from its expertise in automotive design, Toyota will incorporate shock-absorbing materials and reinforced chassis to protect the laptops from accidental drops and impacts. Additionally, there is a provision to have spillage-resistant keycaps.

Long-lasting battery life and rapid charging technology: To cater to the needs of mobile professionals who would wish to work in places that are far away from power sources, Toyota's PCs shall be fitted with high-capacity batteries plus advanced charging systems. This is vital since it allows users to carry out their operations without having any ties to a source of power for prolonged periods while at the same time allowing them to quickly recharge when they need it.

Stylish and ergonomic design with a focus on user comfort and productivity: Working jointly with ergonomic specialists, Toyota will employ engineers who can fashion appealing laptops that also feel comfortable during long usage hours. A few factors that must be taken into consideration include keyboard layout and the response of the touchpad alongside display quality so that usefulness and satisfaction among consumers may be achieved.

Production Strategy

Using its current production facilities together with its supply chain network, Toyota can produce these computers cost-effectively (Head et al 2023). Through lean manufacturing approaches as well as just-in-time inventory management skills, which this firm has gained over the years, it makes an economical production process without delays in delivery times possible.

The production line methodologies of Toyota have been reputed for their effectiveness, quality testing, and adherence to rigid protocols. These identical principles shall be used in developing laptops, and each piece will be made to meet the highest quality standards before being available to the market.

Moreover, Toyota's worldwide supply chain will be used to acquire components and materials from reliable suppliers, as well as to distribute the final products quickly and efficiently through different

markets across the world.

Potential Gains

The laptop market is expected to continue growing strongly due to reasons including teleworking, online learning, and the demand for portable computing power (Saltzman, 2024). By entering this market, Toyota could diversify its product mix and create another revenue source that would reduce its dependence on the automotive sector.

Most customers identify Toyota with quality, reliability, and innovation, among other attributes. Extending these values to include laptops can exploit customer loyalty and attract those who value such characteristics when purchasing computer units.

Toyota can make huge revenues from the laptop market. For example, by offering exceptional products that target professionals and heavy users, it can secure itself a strong customer base, thus leading to substantial revenue streams.

As an entrant in the laptop industry, Toyota will gain exposure to new technology regimes and industry processes that will foster innovativeness within it even as it diffuses across different industries, whereby some of them may lead to the development of entirely new technological advancements applicable in its core divisions such as Automotive or any future endeavors.

Recommendations

1. Conduct extensive market research to refine product specifications and pricing strategy: Before confirming the product specification or pricing approach, Toyota should conduct comprehensive marketing intelligence to get insights into customer inclinations, competitive landscape, and price elasticity. It will help in refining the product attributes and also setting laptop costs at competitive rates that still offer value to customers (Goswami & Behera, 2023)
2. Invest in marketing and advertising campaigns to build brand awareness in the laptop market: Toyota's reputation has been well-established within its automobile industry. However, it should

invest in targeted marketing and advertising campaigns for it to be recognized as a brand within the laptop market (Goswami & Behera, 2023). The campaigns must highlight the performance, durability, and style of Toyota laptops.

3. Establish strategic partnerships with software companies and retailers for bundling and distribution: To increase their reach across a wider customer base, Toyota should consider entering strategic alliances with software companies besides other retailers. In terms of market offerings, a combination of such productivity tools or games can enhance interest in these laptops. Furthermore, association with big retailers may give Toyota an enhanced distribution network, thus increasing the visibility of their laptops.
4. Continuously monitor and adapt to emerging trends and customer preferences in the laptop industry: Being fast-paced as well as experiencing changes regularly due to technology developments, there is a need for constant monitoring of new trends by Toyota regarding the personal computer sector coupled with a periodic gathering of user opinions. This is meant to allow quicker adaptation of its products, hence staying ahead of competitors.

Conclusion

Toyota has an opportunity to leverage its strengths by venturing into the laptop market, thereby tapping into a lucrative segment. Toyota can differentiate itself from other players in this sector while creating its own niche by creating high-performance laptops that are durable and stylishly designed. This move is consistent with the firm's commitment to innovation and the highest level of consumer satisfaction while at the same time diversifying its revenue base.

References

Goswami, S. S., & Behera, D. K. (2023). An Overview of Multiple Criteria Decision-Making Techniques in the Selection of Best Laptop Model. *Advances in Systems Science and Applications*, 23(2), 11–23.

Head, K., Ondracek, J., Saeed, M., Peterson, K., & Bertsch, A. (2023). Toyota Motor Corporation: Managing Corporate Resources Through Strategic Perspectives.

Saltzman, D. (2024). Analysis of Toyota and the Automobile Industry.

<https://digitalcommons.cortland.edu/cgi/viewcontent.cgi?article=1007&context=honorstheses>

Sayyadi, M., & Provitera, M. J. (2024). SUCCESS AND SURVIVAL LESSONS from Tesla, Apple, and Toyota. *HR Future*, 2024(1), 40-43.









Evan Michaels

I will use this page to track our schedule and tasks.

List of Priorities

[All Tasks](#) [Priority Board](#) [Calendar](#)

Priority List

Aa Task	Priority Level	Due Date	Status
Client Meeting Rescheduling	High	April 2, 2025 → April 3, 2025	Not Started

I created a site in Notion as part of a case study at Atlas Recruitment Company <https://fuzzy-flood-dcd.notion.site/Evan-Michaels-1c6fa7a17ffb80e8a774cf0fc6b2b4e0?pvs=4>

Data entry and management

Plans are unique to each resident. You are required to develop the NCP by using the resident assessment. The NCP must... services to be provided, with details on the resident's preferences and choices, and how services will be delivered to accommodate these preferences and choices. [WAC 388-76-0355](#). You must ensure the initial NCP is developed and completed within 30 days of your resident's admission. You must involve the resident, their family (if the resident agrees), personal representative (if there is one), any professionals involved in their care, any person the resident requested, and their case manager (if there is one) when developing the NCP. The negotiated care plan is reviewed and agreed to, signed, and dated by the resident/representative and AFH provider/representative. [WACs 388-76-10360](#), [388-76-10370](#), [388-76-10375](#)

Instructions:

Place your mouse over this **BLUE TEXT** for instructions on how to use this form. Hover the mouse over the blue text throughout the document for WAC references and tips.

PROVIDER'S NAME: Hawinet Roba

RESIDENT'S NAME: McGee, Poppy X	TODAY'S DATE: 10/11/2024	MOVED IN DATE: 10/11/2024	DATE COMPLETED: 04/01/2019	DATE DISCHARGED: Click or tap to enter a date.
DATE OF BIRTH: Click or tap here to enter text.	AGE: 64	RESPONSIBLE PARTY (1): Ridley, Beth RELATIONSHIP (Guardian, DPOA, Family, etc.): Sibling	RESPONSIBLE PARTY (2): James, Ronald. RELATIONSHIP (Guardian, DPOA, Family, etc.): Child	
PRIMARY LANGUAGE: English		ADDRESS/EMAIL: (360)555-1111	ADDRESS/EMAIL: (360)555-6666	
Substance: Sulfa Medications	HOME PHONE:	CELL PHONE:	HOME PHONE:	CELL PHONE:

100% | \$ % .0 .00 123 | Defaul... | - 10 + | B

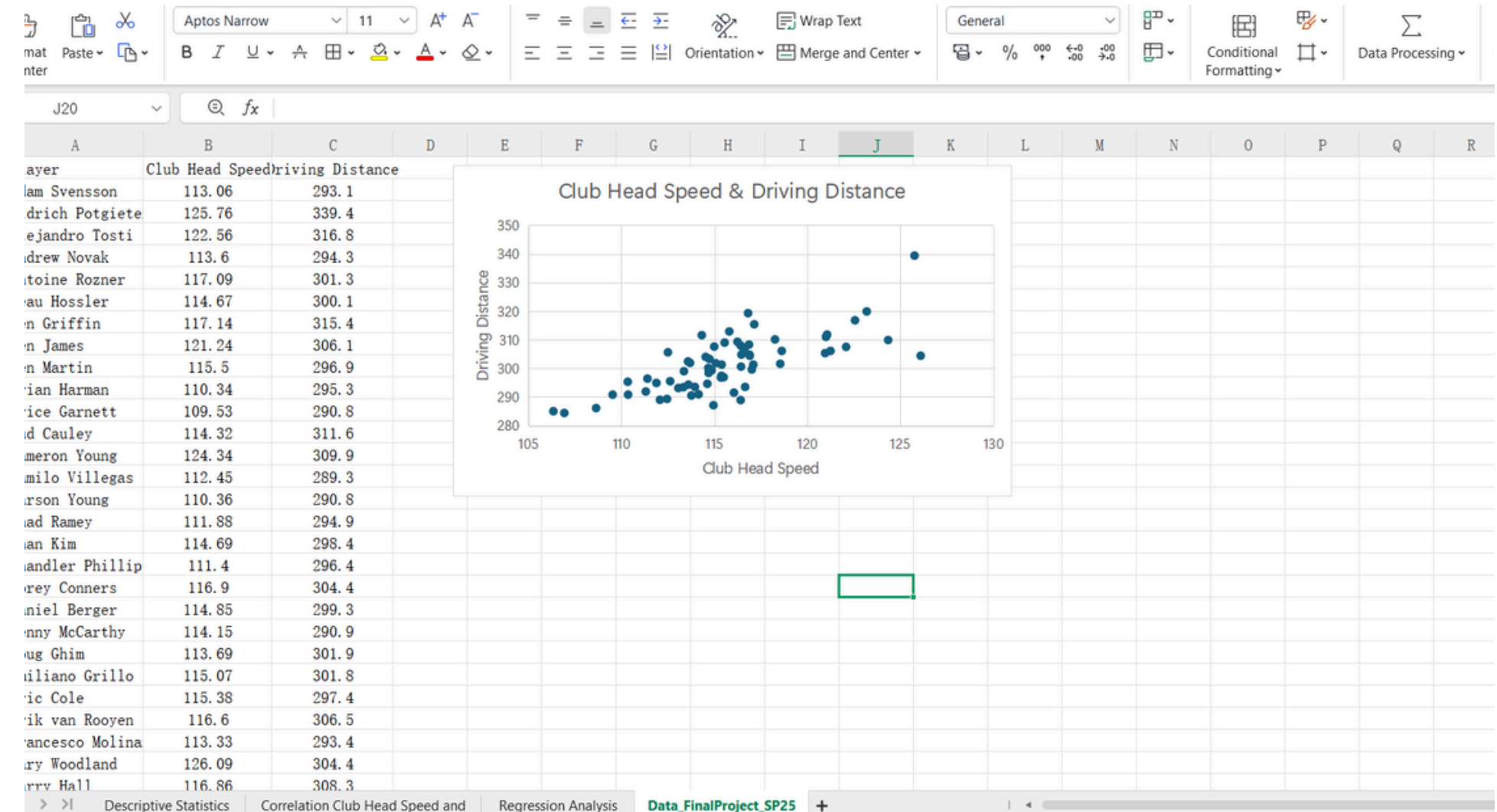
A	B	C	D
ADL/IADL	Level of Assistance	Equipment/Adaptations	
ADLs			
Bathing	Extensive Assistance	Bath chair, non-slip mat	
Dressing	Extensive Assistance	Adaptive clothing, easy-to-use fasteners	
Toileting	Extensive Assistance	Raised toilet seat, grab bars	
Transferring	Extensive Assistance	Transfer belt, mechanical lift (if needed)	
Continen	Occasional Incontinence	Incontinence pads, briefs	
IADLs			
Meal Preparation	Limited Assistance	Easy-to-prepare meals, microwave-safe dishes	
Housekeeping	Total Dependence	Home health aide for cleaning	
Medication Management	Extensive Assistance	Pill organizer, pre-filled syringes	

Description		Without 401K	With 401K
Annual Salary		\$ 60,000.00	\$ 60,000.00
Monthly Salary		\$ 5,000.00	\$ 5,000.00
401K Contribution	6%	0	300
Taxable Income		\$ 5,000.00	\$ 4,700.00
Tax Amount	25%	\$ 1,250.00	\$ 1,175.00
Other Deductions		\$ 600.00	\$ 600.00
Net Take-Home Pay		\$ 3,150.00	\$ 2,925.00
Total Annualized Savings/Contribution			
Monthly Contribution		\$ 300.00	
Company Match	50%	\$ 150.00	
Monthly Savings Combined		450	
Months		12	
Annual Savings		\$ 5,400.00	

Data Analysis Using the Simulator Game and Excel

A	B	C
Experiment Location	New York City	Kenya
Conditions		
Population	8,336,827	610,082
% Vaccinated	95%	54%
% Vaccine Effectiveness	100%	100%
Masks	Deactivated	Deactivated
Social Distancing	Deactivated	Deactivated
Initial Infected	10	10
Resulting Totals at Day 70 of the Outbreak (go to the "graph" drop down and click on day 70, then		
R Naught* found during simulation	1.49	5.73
Now, go to the "graph" drop down arrow, click on day 70 on the graph, and document results here.		
Total Number People Vaccinated	7,919,976	334,985
Number Exposed	179	246,091
Percent (%) Exposed	0%	40.11%
Number Infected	146%	153,905
Percent (%) Infected	0%	25.09%

*Note: The R Naught of measles is 29.74 if no one is vaccinated. To find the outbreak simulation "R Naught" look at the text above the city map. R0, or "R naught" is a value used to measure the spread of a disease. That value is equal to the number of people that an infected person is likely to infect. R0 is based on how easily the disease spreads, how much of the population is vaccinated, how dense a population is, and what precautions a population takes against the disease. Wearing masks and distancing from one another can have a huge effect in protecting against specific diseases, especially those that are air

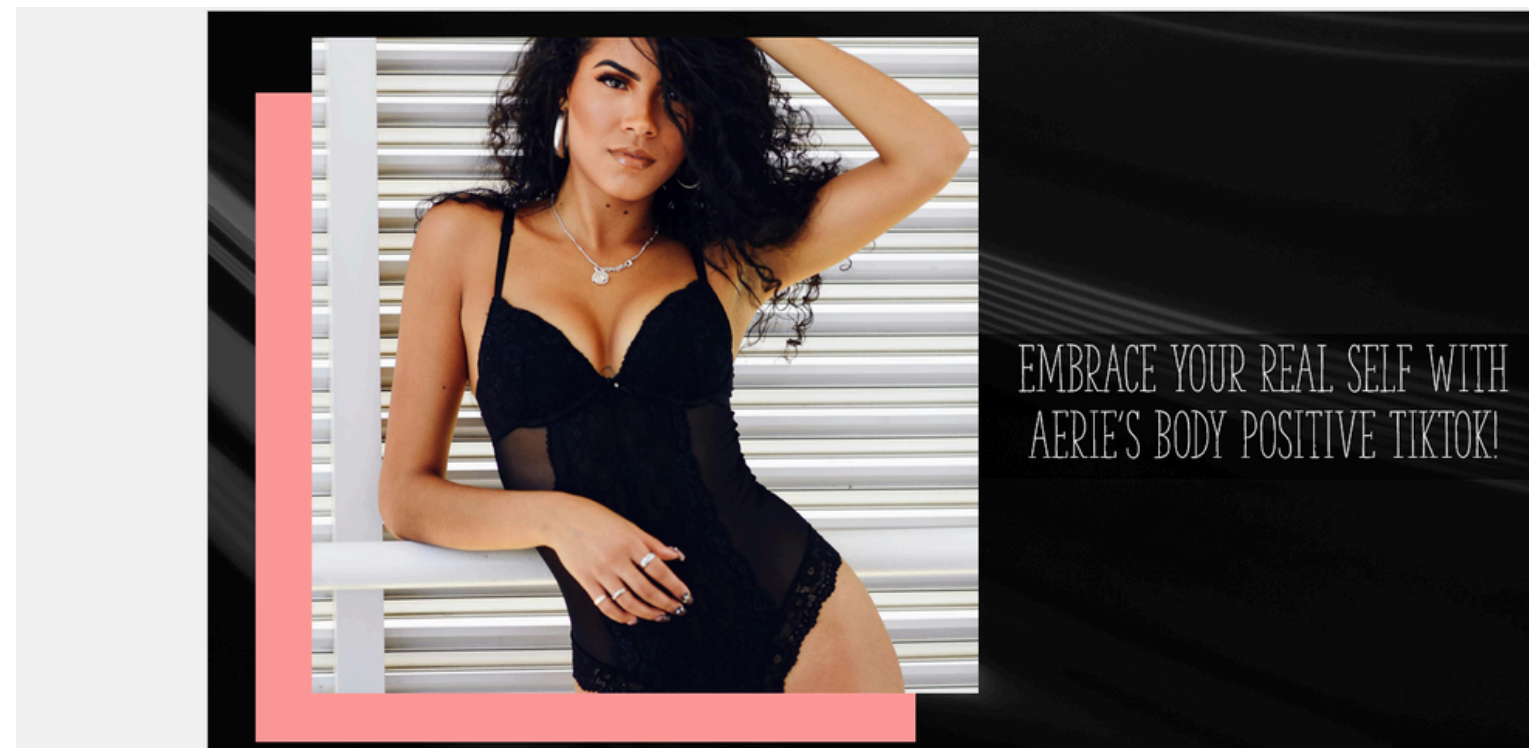


Creating Presentations using Microsoft PPT, Google PPT and Canva

Search Results in Local Disk (C:)

File Name	Location	Size	Authors
Oscar's Food Adventure Invitation to Play	C:\	12.3 MB	Gloriah Eshiwani
Assessment 2 Design for Learning Analytics	C:\	1.78 MB	Gloriah Eshiwani
Personal Moral Theory	C:\	1.77 MB	Gloriah Eshiwani
Refle3B	C:\	2.99 MB	Gloriah Eshiwani
Collaboration	C:\	1.18 MB	Gloriah Eshiwani
Video	C:\	18.5 MB	Gloriah Eshiwani
FINANCIAL PLANNING ppt	C:\	1.90 MB	Gloriah Eshiwani
ALIBABA STRATEGIC PLAN PPT final	C:\	642 KB	Gloriah Eshiwani
ALIBABA STRATEGIC PLAN PPT	C:\	640 KB	Gloriah Eshiwani

The screenshot shows the Canva website interface. At the top, there's a navigation bar with 'Upgrade your plan' and various utility icons. The main heading asks 'What will you design today?' with buttons for 'Your designs', 'Templates', and 'Canva AI'. A search bar is present with the text 'Search designs, folders and uploads'. Below the search bar are filters for 'Type', 'Infographic', 'Owner', and 'Date modified'. On the left, a sidebar lists 'Recent designs' including 'Gloriah Portfolio HR P...', 'My Portfolio', 'Nude Warm Neutral C...', 'White Minimalist Pro...', 'Untitled Design', 'Weekly Work Schedule', 'My Inspiration', and 'Inspiration and Its Rel...'. The main area displays a grid of design templates, including 'My Inspiration', 'explanatory', 'Creating an Inclusive Community: ...', and 'Cultural Connection Collage'.




Creating Presentations using Microsoft PPT, Google PPT and Canva

Canva presentation interface for "The Story of Redlining in Seattle".

Navigation bar: Resize, Editing, Undo, Redo, Refresh, Upgrade your plan, User profile (gloriah eshiwani), Present, Share.

Slide 1: **REDLINING IN SEATTLE**



Slide thumbnails at the bottom:

- 1: REDLINING IN SEATTLE (Current slide)
- 2: [Text]
- 3: [Text]
- 4: Redlining in Seattle in 1975
- 5: [Text]
- 6: [Image]
- 7: [Text]
- 8: [Image]
- 9: [Image]
- 10: [Text]
- 11: [Text]
- 12: [Text]

PROFESSIONAL SUMMARY

- Entry-level recruiter with 10+ years of experience in client-facing roles and 6 months of hands-on HR experience at a Nairobi-based consulting firm with 20+ employees and \$500K+ annual revenue.
- Supported recruitment, employee relations, and HR administration across startups and small-to-medium organizations.
- Skilled in managing 40+ applications monthly, preparing contracts, and supporting disciplinary and grievance processes.
- Previously served international clients in executive assistant roles, supporting businesses with up to \$350K in annual revenue and 300+ stakeholders. Currently seeking a recruitment role to grow skills in sourcing, hiring, and organizational development.

EDUCATION

Bachelor of Commerce (Human Resource Management) - University of Nairobi, Nairobi, Kenya | Jan 2020 – Sept 2024

Diploma in Business Management - Kenya Institute of Business Management, Nairobi, Kenya | Jan 2009 - 2019

EXPERIENCE

Human Performance Dynamics Africa Ltd Nairobi, Kenya
HR Assistant July 2024 – February 2025
HR consulting firm with 20+ staff and \$500K+ in revenue. **Reason for leaving:** I had to take care of my newborn son.

- Screened over 40 job applications monthly and assisted in recruitment processes, reducing the hiring timeline from 30 to 24 days
- Assisted in managing employee relations matters and grievance procedures across a workforce of 20+ employees, demonstrating a strong understanding of Kenyan labor laws
- Supported disciplinary processes by preparing documentation, including show cause letters and warning letters, maintaining 100% accuracy in record-keeping
- Collaborated in contract management by drafting and processing employment contracts for 45+ employees

CAREER SUMMARY

Finance & Business Management professional with nearly five years of experience working to improve the performance of organizations serving hundreds of individuals each year. Adept at collaborating with others while ensuring high-quality services and programs. Career history of training and supervising staff, promoting adherence to organizational policies and industry standards.

AREAS OF EXPERTISE

Marketing Initiatives | Proficient in Microsoft Office Suite | Financial Analysis | Proficient in Microsoft Office Suite | Experienced in sales and marketing | Data Management | New Business Development

PROFESSIONAL EXPERIENCE

ASBER TRUCKING COMPANY

Remote

Accounting

Nov. 2022 - Present

- Ensured the highest caliber of service, promoting optimal experiences for hundreds of customers each year.
- Contributed to key aspects of operations, facilitating transport of perishable goods and high-value merchandise.
- Promoted safe and secure deliveries, ensuring the highest level of service for over 50+ clients each week.

DOORDASH, UBER EATS

Atlanta, GA

Food Delivery Driver

Sept. 2021 - Apr. 2022

- Provided courteous and professional service on behalf of DoorDash.
- Promoted efficiency and profitability for a company generating \$2.5 Billion in annual revenue.
- Processed up to \$400 in transactions each day, ensuring the accuracy of a high volume of financial data at all times.

PRIMERICA

Norcross, GA

Resume Review and Writing Services

Ronewa Ramalivhana · 1st

--

May 28, 2025, Ronewa was Gloriah's client

 All LinkedIn members

On

I met Gloria, an amazing woman who helped me with updating my cv to the best version of my capabilities and skills , thank you Gloria I appreciate the effort you put for me.

kangéthe Kuria · 1st

Fleet & Operations Manager | Area Sales Manager | Expert in FMCG, Logistics, Energy & Telecom | Cut costs by 15%, boosted team productivity by 30%, and improved customer satisfaction to 92%

May 27, 2025, kangéthe was Gloriah's client

 All LinkedIn members

On

I had the pleasure of connecting with Gloriah Eshiwani, and I can confidently say she's exceptional at what she does.

As a Talent Acquisition Specialist, she helped me revamp my CV and boost my LinkedIn visibility. Gloriah took the time to understand my experience and goals, then guided me to present them in a standout way.

Her professional yet warm approach, patience, and genuine passion for helping others made the experience both impactful and enjoyable. I highly recommend her to anyone looking to strengthen their professional brand and take the next step in their career.

Omaliko Jennifer Mmesoma · 1st

Remote Customer Service Specialist | 3+ Years Experience in Customer Support | Skilled in Email, Chat & Phone Support

May 26, 2025, Omaliko was Gloriah's client

 All LinkedIn members

On

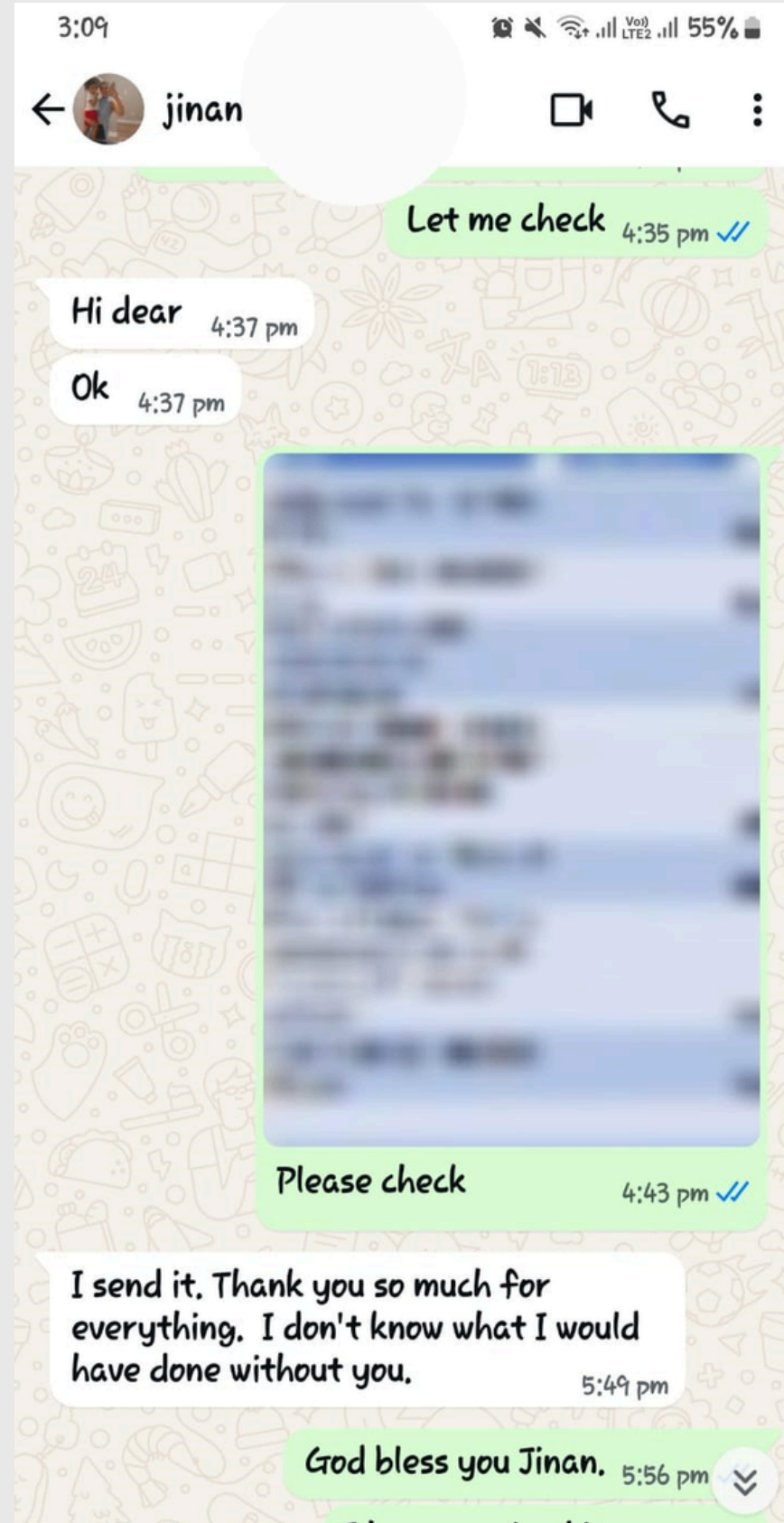
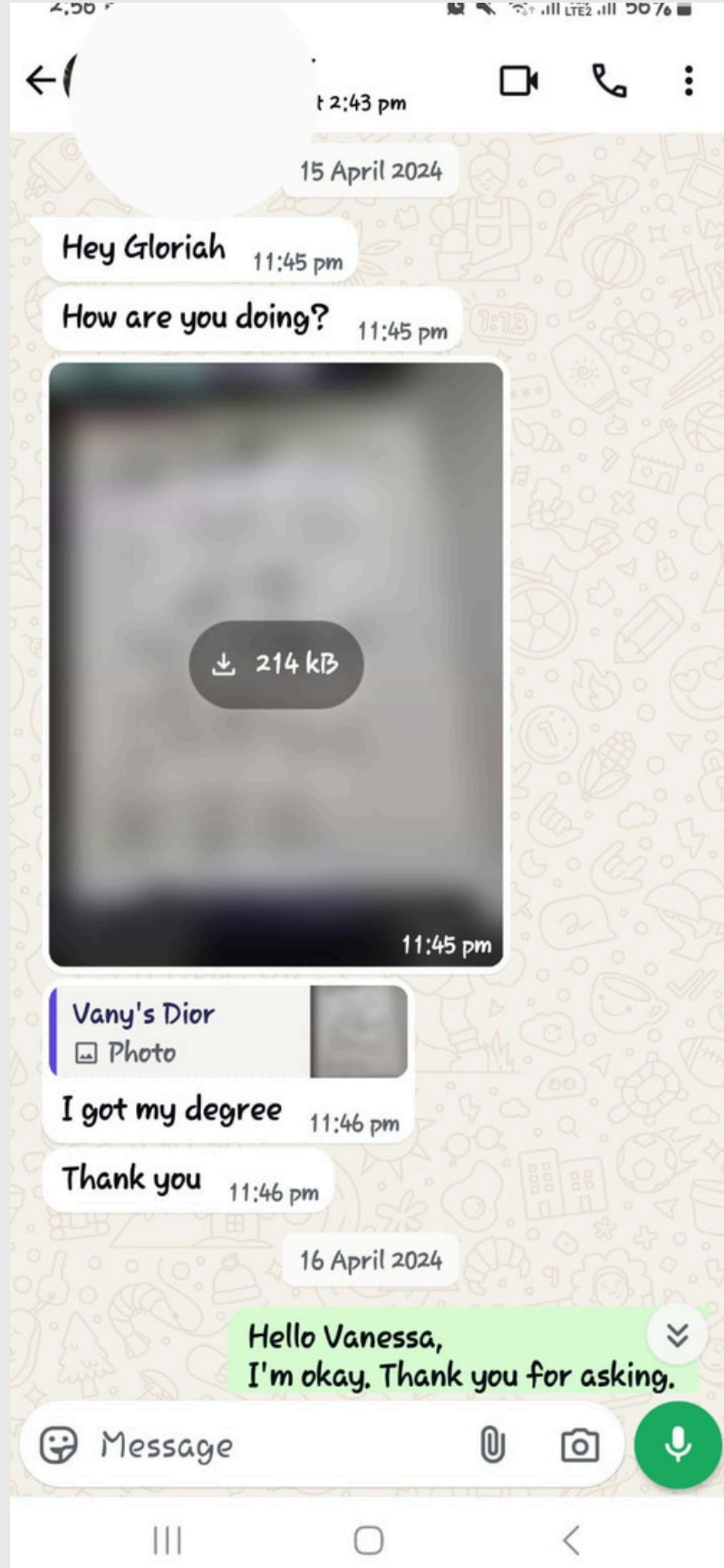
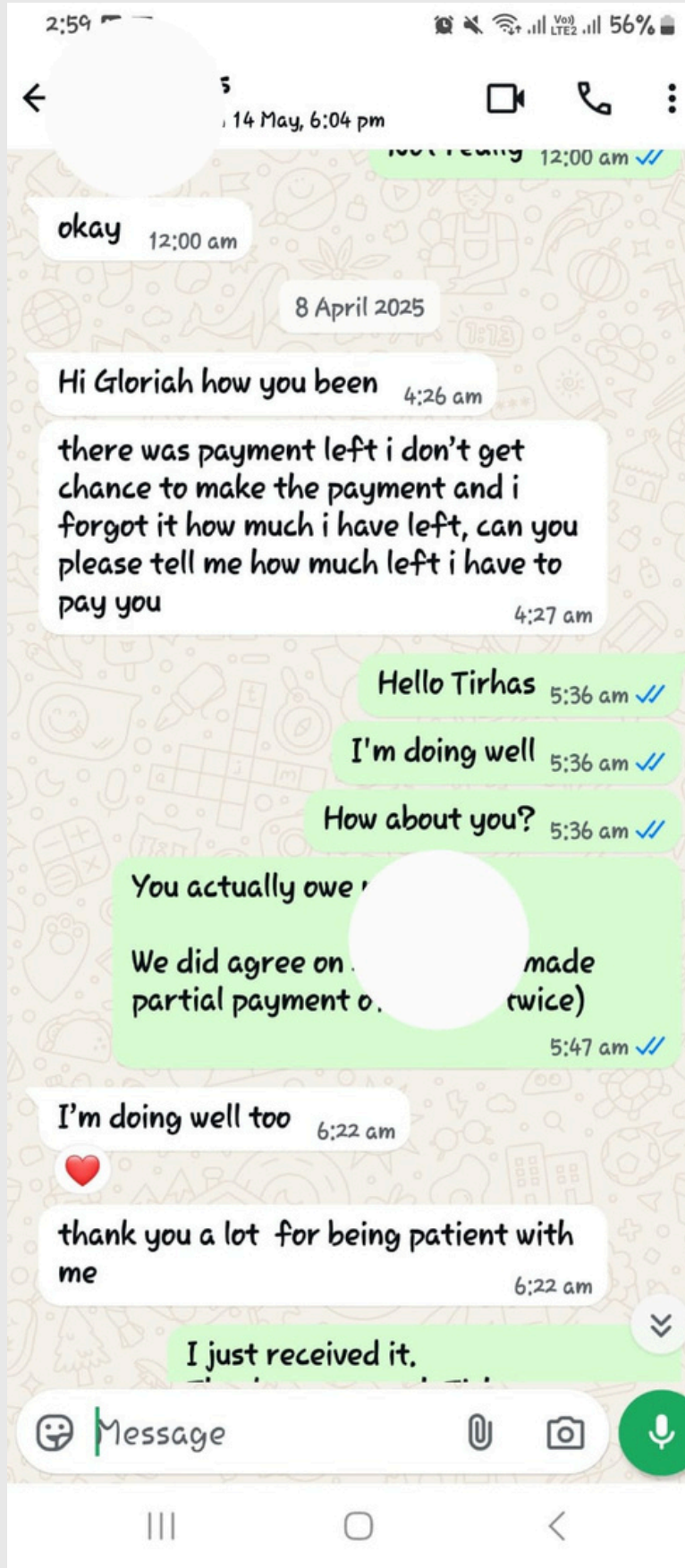
Gloriah is a standout HR professional who truly understands what makes a candidate shine. Our

Job Onboarding Guide



I created Administrative Job Onboarding Guide that streamlines the orientation process for new hires by outlining daily tasks, office systems, and key contacts in an accessible format at Human Performance Dynamics Africa Ltd.

Some Testimonials and Recommendation



More recommendations can be found on my linkedIn profile:

<https://www.linkedin.com/in/gloriah-eshiwani2020/>

Recommendation



4th October, 2024

TO WHOM IT MAY CONCERN I am delighted to recommend Glorlah Alwang'a Eshiwani for a

role in Human Resources. I

worked closely with Glorlah during her internship at Human Performance Dynamics Africa Limited, from 1st July to 30th September 2024, and saw firsthand how dedicated she is to her work.

Throughout her time with us, Glorlah demonstrated remarkable efficiency in the entire recruitment process. She participated in the screening of applicants resumes, conducted initial phone screenings, coordinated interviews, researched online and elsewhere for suitable candidates for the role and posted job opportunities on social media platform.

She has a keen eye for detail and ensured our employee records were always accurate, bringing more order and reliability to our HR database. When it came to on-boarding new hires, Glorlah's genuine warmth and professionalism left a positive impression on everyone.

What stands out most about Glorlah is her natural ability to connect with people and make them feel valued. She truly understands that HR is about more than just processes but rather it's about building relationships and fostering a supportive environment.

I wholeheartedly recommend Glorlah Alwang'a Eshiwani for any HR position. She's a hard worker, a quick learner, and someone who will bring positive energy to any team. If you have any questions, please don't hesitate to reach out to me at 0722 227178 or Lnandwah@hpdafrica.com.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Lillian Nandwah', is written over a light blue circular stamp.



Lillian Nandwah
Administrator/Office Manager

HUMAN PERFORMANCE DYNAMICS AFRICA

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Thank
you

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