

Joseph Mose

Data Annotation Specialist | AI Training Contributor | Virtual Assistant | QuickBooks Bookkeeper

CORE SKILLS

- Data Annotation & Labelling
- AI Training Data Prep
- RLHF / Prompt Evaluation
- Virtual Assistance
- Data Entry & Accuracy
- QuickBooks Bookkeeping
- Customer Support
- Research & Summarisation
- Email & Calendar Mgmt
- Document Preparation

TOOLS & PLATFORMS

- Label Studio · Scale AI
- Appen · Remotasks
- Surge AI · Amazon MTurk
- QuickBooks Online
- Google Workspace
- MS Office Suite
- Trello · ClickUp · Asana
- Slack · Zoom · MS Teams
- Canva · CapCut
- Google Meet

LANGUAGES

- English — Fluent
- Swahili — Native
- French — Basic

CONTACT

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Open to remote work worldwide

PROFESSIONAL PROFILE

Detail-oriented remote professional based in Nairobi, Kenya, with hands-on experience in data annotation, AI training data preparation, client coordination, and financial record-keeping. Currently pursuing a CBET Computer Science (ICT & Computing) diploma, providing a solid technical foundation for AI/ML support roles. Skilled at producing high-quality labelled datasets, evaluating model outputs, and delivering accurate data-entry work at pace. Fluent in English and Swahili; comfortable working across multiple time zones in fast-paced, remote-first environments.

WORK EXPERIENCE

Data Annotation Specialist & AI Training Contributor

Freelance / Remote Platforms (Remotasks, Appen, Scale AI) | Remote | 2023 – Present

- Labelled text, image, audio, and video datasets for computer vision and NLP model training across multiple platform clients.
- Performed bounding-box annotation, polygon segmentation, named-entity recognition (NER), and sentiment tagging to project-specific guidelines.
- Contributed to RLHF (Reinforcement Learning from Human Feedback) tasks — rating and ranking AI-generated responses to improve LLM alignment.
- Evaluated chatbot and search outputs for accuracy, safety, and helpfulness, flagging policy violations and edge cases for review.
- Consistently achieved >98% quality score on audited tasks; promoted to senior reviewer tier on Remotasks.
- Annotated multilingual (English/Swahili) datasets, supporting low-resource language model development.

Prompt Engineer & Response Evaluator

Freelance — AI Content Projects | Remote | 2024 – Present

- Designed diverse, adversarial, and edge-case prompts to stress-test large language models across creative, factual, coding, and reasoning domains.
- Evaluated model responses against rubrics covering fluency, factual accuracy, instruction-following, and safety compliance.
- Wrote detailed feedback reports enabling model developers to identify failure modes and improve fine-tuning data quality.
- Delivered structured datasets of prompt–response pairs formatted for direct use in supervised fine-tuning (SFT) pipelines.

Property Search & Client Liaison Agent

Crib Hunter Africa | Nairobi, Kenya (Remote & Field) | 2022 – 2024

- Assisted clients in identifying and shortlisting properties aligned to specific needs and budgets through targeted market research.
- Compiled and formatted property listings and written summaries for client review, maintaining high data accuracy standards.
- Managed client communication via phone, email, and messaging platforms; coordinated viewings across multiple concurrent client files.

Freelance Bookkeeper

Self-Employed | Remote | 2022 – Present

- Maintained accurate financial records for small-business clients using QuickBooks: invoicing, expense tracking, and bank reconciliation.

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- Generated profit & loss summaries and financial reports, communicating insights clearly to non-accounting clients.

EDUCATION

Diploma in Computer Science — ICT & Computing (CBET)

Nairobi, Kenya | 2024 — Present (Currently Enrolled)

Core modules: ICT fundamentals, networking, software development, computing systems. Concurrently studying financial technology and forex trading.

CERTIFICATIONS

Networking Basics

Cisco Networking Academy, 2024

QuickBooks Online Essentials

Intuit QuickBooks

Data Annotation Fundamentals

Coursera / Appear self-study

AI & Machine Learning for Everyone

Coursera (Andrew Ng)

KEY COMPETENCIES

Data Annotation & Labelling: Text, image, video and audio annotation; bounding boxes, segmentation, NER, sentiment.

RLHF & Model Evaluation: Rating/ranking AI outputs for helpfulness, safety, and accuracy; writing structured feedback.

Prompt Engineering: Crafting diverse prompt sets for LLM stress-testing and fine-tuning data generation.

Remote Collaboration: Proficient with Slack, Teams, Zoom, Trello, ClickUp, and Google Calendar.

Data Accuracy: Meticulous attention to detail in data entry, record-keeping, and document preparation.

Multilingual Capacity: English/Swahili bilingual — valuable for low-resource language dataset work.

Tech Adaptability: CS background enables fast onboarding to new annotation tools and AI platforms.