**Bridget Chirimbani**

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Powder Mill, PW 21001

**Summary**

Motivated individual who enjoys problem-solving. Methodical in delivering program initiatives focused on increasing visibility and community involvement.Committed to providing support for issues related to social, academic, financial and general well-being. Excellent communication and relationship-building skills. Organized and motivated employee eager to apply time management and organizational skills in various environments. Seeking entry-level opportunities to expand skills while facilitating company growth.

**Skills**

• Time Management

• Grant Writing

• Microsoft Suite

• Public Speaking

• Project Management

• Communication Skills

• Academic support

• Listening actively

• Data analysis and reporting

• Confidential services

• Crisis intervention strategies

**Experience**

Student Peer Mentor / African Leadership College - Mauritius  *04/2021 - 08/2021*

• Worked internally as part of the communication team that was the middleman between administration and students.

• Created handbook for healthy study habits for entire school on Canvas that is still functioning in present day.

• Worked with a team of 5 individuals on a project that encouraged self- driven learning on Flowcharts and Gap Analysis for first year students.

• Supported incoming students preparing for fall semester move-in and campus life.

• Consulted regularly with parents, administrators and specialists to coordinate individualized support for struggling students.

• Encouraged students to carefully consider career options and related academic decisions based on personal strengths and goals.

Debate President / Monte Cassino Girls High - Harare, Zimbabwe  *01/2019 - 11/2019*

• Actively participated in regional and national competitions and made it as national champions in Zimbabwe in 2018.

• Researched underlying issues, regulatory compliance status and processes to resolve complex community issues such as patriarchy, psychological and physical abuse and inequality in schools and recommended strategic corrective actions.

• Promoted school public profile by delivering speeches, writing articles and presenting at national conferences as public face of the mission.

• Spearheaded initiatives to keep the club sustainable, agile and scalable.

Projects Manager / Monte Cassino Leadership Experience Opportunity - Harare, Zimbabwe  *02/2018 - 01/2019*

• Brought projects in on-time and in accordance with budget and quality standards.

• Produced thorough, accurate and timely reports of project activities.

• Worked with a team of 10 to raise funds for orphaned children in the Harare district to go to school.

• Managed to fund 20+ girls' education from St Anne's girls home until they graduate from high school.

Junior Administrator / St Joseph House for Boys - Harare, Zimbabwe, Zimbabwe  *11/2017 - 05/2018*

• In charge of administrative and housing issues for 50+ boys.

• Managed the fiscal budget and financial needs of the home.

• Successfully created a library system for the boys that is still functioning in present day.

• Organized a functional food bank in the home for long term storage of food.

• Facilitated communication between departments, management and customers to resolve issues and achieve performance targets.

• Improved office organization by developing filing system and customer database protocols.

**Education**

African Leadership College - - Pamplemousse, Mauritius  ***Expected in 09/2024***

Bachelor of Science : Computer Science

African Leadership College - Pamplemousse  ***08/2021***

Leadership Core : Social Development And Data Analysis

• Summa cum laude graduate

• Completed coursework in Data and Decision, Projects, Community for Impact , Entrepreneurial Leadership and Global Challenges

• 4.0 GPA

Monte Cassino Girls High - Zimbabwe  ***11/2019***

High School Diploma

• Ranked Top of Literature and History class

• Completed coursework in History, Geography, Literature and Computer Science

• Honor Roll [Second Semester and Year 2018 & 19]

• Best in Literature Recipient

• Best in History Recipient

• Best National Speaker Recipient

**Interests**

• Women Empowerment

• Volunteer work

• Event Planning

• Traveling

• Hiking

**Languages**

**English** : First Language

**English** : C2

Proficient

**Shona** : C2

Proficient

**Gujarati** : B2

Upper Intermediate

**French** : A2

Elementary