Tazvitya Aubrey Chihota

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**EDUCATION**

**American University – Kogod School of Business, Washington DC Aug 2024 - May 2026**

*Master of Science, Analytics and Artificial Intelligence*

* **Achievements:** Graduate Ambassador – Kogod School of Business, Member – Data Analytics Club, Campus Exam Proctor

**National University of Science and Technology (NUST), Zimbabwe Aug 2023 - Nov 2025**

*Master of Science, Finance and Investment Management*

* **Achievements:** Academic researcher, student mentor, and project assistant for tax policy research initiatives

**Coursework:** Risk Management, Financial Modeling, International Finance, Investment Management, Structured Finance

*Bachelor of Science, Finance* **Aug 2016 - Nov 2020**

* **Achievements:** Enactus Officer – Social entrepreneurship and innovation competitions, Student Representative Counsellor (SRC) – Advocacy for academic reforms and student development, NUST Choir - Cultural engagement and university representation, Sexual Reproductive Health Club Information Officer – Promoted student wellness campaigns and policy feedback initiatives

**EXPERIENCE**

**Washington Concierge, Washington, DC** |Lead Data Analyst (Pro Bono)  **July 2025 – Present**

* Spearheaded UI/UX design and backend database development for a DC-based concierge firm, automating staff shift scheduling, time-off requests, and internal reporting—cutting manual admin tasks by 60%.
* Designed and embedded mobile- and desktop-friendly dashboards using Looker Studio and Grafana, enabling real-time visibility into operational metrics for over 15 staff members.
* Collaborated with GitHub-based developer team to integrate data pipelines and API connections, enhancing system responsiveness and accuracy.
* Streamlined reporting workflows by automating daily operational updates reduced reporting turnaround time from 4 hours to 15 minutes.

**American University |** *Graduate Teaching Assistant – Strategic Management* **Mar 2025 - May 2025**

* Designed and deployed an AI grading system with 95% accuracy to streamline case study evaluation for 100+ students weekly, reducing faculty grading time by 60%.
* Utilized R to forecast academic performance and proactively identify at-risk students, resulting in a 5% improvement in final pass rates.
* Provided tailored feedback and academic support, boosting class average scores by 10% within the semester.

**American University |** *Data Quality Intern* **Mar 2025 - Jun 2025**

* Developed SQL and Excel automation pipelines that saved 200+ hours annually in manual data cleansing tasks and supported cross-departmental analytics.
* Implemented robust data validation protocols to reduce institutional reporting errors by 45%, enhancing decision-making efficiency.
* Maintained real-time Python scripts for dashboard updates that supported $10M+ in data-driven initiatives.

**Chartered Accountants Academy, Zimbabwe(ZW) |** *Business & Data Analyst* **Jan 2024 - Jul 2024**

* Developed forecasting models in R that increased budget accuracy by 25% and reduced financial waste by $250K across academic units.
* Engineered a Lasso regression-based chart of accounts to isolate performance-driving cost centers, improving budget traceability and accountability.
* Conducted academic revenue mapping by linking student results to course income, driving a strategic 20% reallocation of institutional funding.
* Led financial analysis and ROI modeling for new online programs, enabling a $5K pilot that achieved breakeven in under 90 days.
* Built dynamic Power BI dashboards, empowering leadership with visual insights to optimize marketing, curriculum, and cost strategies. **Chartered Accountants Academy, ZW |** *Revenue & Reporting Analyst* **Oct 2021 - Dec 2023**
* Revamped collection strategy reforms to recover $500K in overdue fees while sustaining a 99% receivables collection rate.
* Replaced third-party budgeting tools with Excel-based simulations, saving $30K annually and enabling customizable scenario planning.
* Streamlined reporting using Excel macros and Power BI, reducing monthly report generation time by 40% and cutting error rates by   
  70%.
* Executed clustering analysis on 10,000+ student records in R to optimize marketing efforts, resulting in increased enrollment in high-profit programs.
* Coordinated monthly and quarterly financial reporting to support board-level strategy reviews and performance audits.

**Lancet Clinical Laboratories,ZW |** *Medical Billing Analyst* **Dec 2020 - Oct 2021**

* Managed billing for 20 insurance providers, including UNICEF, Cigna, and Aetna, ensuring 98% claim accuracy and a 95% monthly collection rate.
* Automated billing workflows with Excel macros, reducing manual data entry by 50% and eliminating frequent reconciliation delays.
* Conducted end-to-end insurance remittance processing using MedTech systems, including data auditing and system integration.
* Ensured regulatory compliance and client satisfaction through accurate tracking of international and local insurance contracts.

**TelOne Pvt Ltd |** *Finance Intern*

**Sep 2018 - Jul 2019**

* Created Excel-based dashboards to track $1.5M in liquidity KPIs and subscriber churn, enabling the treasury team to make real-time decisions.
* Optimized month-end processes by designing Excel macros, reducing report generation time from 2 days to under 3 hours.
* Maintained amortization schedules for $200M in loans and managed payment flows for 200+ stakeholders.
* Developed a custom Excel model that prioritized creditor payments by urgency, cutting payment turnaround from 14 to 3 days.

**CORE SKILLS & TOOLS**

* **Data & Analytics:** Data analysis, SQL, Python, R, Excel, SPSS, Forecasting, Predictive Analytics
* **Business Intelligence & Tools:** BI tools, Tableau, Power BI, SAP, Azure, Git, Prompt engineering, Relational Database, Data Quality
* **Financial & Strategic:** Financial Modeling, Investment management, Data Governance, SAS, Structured thinking, Financial account- ing

**CERTIFICATIONS**

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| * Business Analysis Foundations | * SQL: Data Reporting & Analysis |
| * Tableau: Mastering Calculations | * Learning Data Governance |
| * Copilot Agents: Microsoft AI Assistants | |