
Ingabire Diane

A passionate and dedicated person with strong communication and technology skills and experience leading team members, collecting their money, and offering loans with the spirit of teamwork. I recently worked as a teacher of ICT, with the ability to persuade and proficiency in English and French.

Kamonyi district
Southern Province
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SKILLS AND LANGUAGES

a) skills

- ★ Technological proficiency: HTML, CSS, Database, AI tools
- ★ Problem-solving skills
- ★ Team-working skills
- ★ Communication skills
- ★ MicrosoftOffice skills.
- ★ Accounting skills

b) languages

- ★ English (proficient)
- ★ French(modulate)
- ★ Kinyarwanda (native)

EXPERIENCE

Inspire, Educate and Empower, Kamonyi - *Teacher AssistantOffice skills*

JANUARY 2024 - MAY 2024

- ★ Helped students gain more knowledge on how to use a computer.
- ★ The students were able to navigate and personalize their computer. Hence, computer literacy has increased to 80%.

ALX, simulation, Kigali City - Project manager of VAC AI

FEBRUARY 2024- APRIL 2024

- ★ Working on the use of Artificial Intelligence tools to develop a project.
- ★ Meet the user's expectations. And make it user-friendly.

Saving Group, Kigali City - *Manager of a Group Saving account*

DECEMBER 2022 - PRESENT

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- ★ Responsible for depositing and withdrawing money in the bank,
 - ★ Granting loans after accepting it as a team
 - ★ Reminding members that it's time to submit money through calling or emailing them.
 - ★ Teamwork with colleagues and a challenging but fruitful job to the rate of 95% as we have started gaining interest from the loan we have offered to some of us.

EDUCATION

AFRICAN LEADERSHIP UNIVERSITY, Kigali-bachelor degree in software engineering

September 2024-march 2028

Alx, Kigali City - Virtual assistant certificate

23 September 2024 - 26 November 2024

- Completed training in administrative tasks, calendar management, and email correspondence.
- Gained skills in customer support, content creation, and data entry.
- Proficient in tools like Google Workspace And Microsoft Office.

ECOLE DES SCIENCES BYIMANA, Southern Province - *A'level Certificate*

JANUARY 2020 - AUGUST 2023

APAGIE-Musha, Eastern Province - *O'level Certificate*

JANUARY 2017 - NOVEMBER 2019

I learned general education in this school and was in charge of different clubs, including business, where I was a leader.

AWARDS

IEE (Inspire, Educate, and Empower)

I won a certificate for working in IEE as an ICT Teacher Assistant.

Digital Skills Competency Certificate

I obtained a certificate in Digital Skills, including using Excel, Word, Computer Security, etc.

Virtual Assistant Certificate

REFERENCES

Teacher of Computer Science for high school

Mugirase Josine

0783794429

Principal of Byimana School of Sciences

Ingabire Jean Marie Vianney

0784690478

Fellow manager in group saving

Iradukunda Kelia

0792957969

I hereby declare that all the information above is true and correct to the best of my knowledge.