

IMPANO CHRETIEN FIDEL

S T U D E N T

PROFILE

Seeking a career as an entry-level exam proctor, and is a dedicated worker with excellent organizational abilities. able to support the team in achieving company objectives.

I am a trustworthy, organized applicant that excels at juggling a variety of obligations while maintaining a cheerful demeanor. ability to accept additional duties in order to achieve team objectives.

EXPERIENCE

CERTIFIED PROCTOR

worldwide E-learning campus (pearson VUE) - Kigali ,Rwanda


April 2021- 2022


- verified the appropriate identification to permit entry to the testing area.
- learned new abilities and used them in daily chores to increase productivity and efficiency
- Educational institutions and online classroom management
- generated spreadsheets for daily, weekly, and monthly reporting using Microsoft Excel.
- supervised a number of final exams for approximately 550 students at the conclusion of each month
- Maintained compliance with test center policies, practices, and procedures.
- Use critical thinking to analyze issues, weigh options, and reach decisions.
- participated in team building in team-building activities to enhance working relationships.

LANGUAGES

- ENGLISH
Advanced
Diploma in Advanced English
- KINYARWANDA

CONTACT

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SKILLS

- Team leadership
- Design Thinking
- Customer service
- Time keeping
- Problem-Solving
- Computer Literacy
- IT Technician
- Strong Communication
- Microsoft office & Google Docs

EDUCATION

SECONDARY SCHOOL

Excella School

2017 - 2021

BACHELOR OF SOFTWARE ENGINEERING

African Leadership University

2022 - present