

# Jessica Rurangwa

## Aspiring Software Engineer

A motivated, creative, dependable, quick learner, flexible, and hardworking, able to make a tremendous impact in relation with what I do and able to work under pressure. Detail oriented, reliable, seeking a job with a reputable company to gain experience and insight into the working world for a future career in software engineering.

✉ jessrurangwa@gmail.com

📞 (250)788336147

📍 Kigali, Rwanda

## SKILLS

Supervision

Marketing

Administrative Coordination

Customer Service

Analysis

Editing for Style

IT

WordPress

Slack

Asana

## EDUCATION

### Adventist University of Central Africa

#### Bachelor's Degree in Software Engineering

2016 -Present,

## WORKEXPERIENCE

- **Event Coordinator/ Delegates registration**
- Event Factory/ Rwanda Events
- 2018 -Present

#### Achievements/Tasks

Adherence to the given coordination instructions

Support participants/guests in registration

Meeting/Rooms reservation

Interacts with clients, visitors, answer customer questions

- **Office Assistant and Receptionist**
- CHY Rwanda Ltd
- 09/2020-04/2021,
- **Achievements/Tasks**
- Sorts and distributes incoming mail, covers reception upon occasion

Maintains accurate records and enters data

Assists in setting up new client accounts

·Maintains financial database records

## Marketing and Sales

### AZZI Cosmetics Ltd

05/2016-08/2017,

#### Achievements/Tasks

- Promoting the events on all social media plat forms
- in charge of the social media team
- Maintaining relationships with important clients by making regular visits/emailing, understanding their needs, and anticipating new marketing opportunities
- Implementing new sales plans and advertising

## WORK EXPERIENCE

### Office Support

SM Fashion Showroom Ltd

01/2015-12/2015,

*Achievements/Tasks*

- Managing the inventory and record all transactions
- Taking orders and selling products
- Giving information and helping solve customer problems
- Maintaining relationships with important clients by making regular visits/emailing, understanding their needs, and anticipating new marketing opportunities.

### IT Technician

Mpost Rwanda Ltd

09/2022-

*Achievements/Tasks*

- Troubleshooting and diagnosing computer hardware and software issues.
- setting up computer networks and assisting employees and customers with IT-related problems.
- Maintaining computer systems.
- Networking and software applications while providing technical support for both employees and customers onsite or remotely.
- Assisting in project management.
- Editing the website using WordPress.

## LANGUAGES

English

*Full Professional Proficiency*

Kinyarwanda

*Full Professional Proficiency*

French

*Limited Working Proficiency*

