**CURRICULUM VITAE**

**PERSONAL INFORMATION**

Name: Claudine Mukakimenyi

Date of birth: 06/06/1996

Place of birth: Kigali, Kicukiro

Tel: +250788205910

E-mail: [kimenyilens060696@gmail.com](mailto:kimenyilens060696@gmail.com)

Identification number: 1199670187319136

Gender: Female

Residence: Kigali, Kicukiro

Nationality: Rwandan

Marital status: Single

**PROFILE AND COMPETENCIES:**

I am a hard-working, honest individual. I am a reliable, trustworthy and flexible individual who can learn new skills easily and execute them swiftly. I am friendly, helpful and polite. I have good interpersonal understanding and communication skills and am a confident team worker with the ability to work on own initiative. I have good leadership and coordination skills which enable me to create and sustain relationships with peers, partners and donors. I am able to work independently in busy environments and also within a team setting. I am outgoing and tactful, and able to listen effectively when solving problems. Helping people, swimming, driving, and travelling are my hobbies. No tattoos or criminal record. I love music.

**EDUCATION BACKGROUND**

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| --- | --- | --- |
| **Duration** | **Name of the school** | **Awards** |
| 2004-2009 | Kimihurura Primary School | Primary level education |
| 2010 – 2015 | Lycee De Kicukiro (APADE) | A2 in Computer Science (CSC) |
| 2017 – Now | Mount Kenya University | Student in Business and Information Communication Technology |

**PROFESSIONAL EXPERIENCE**

* From June 2018 to Now: Volunteering as part time as Mentor of Adolescent Girls and Young Women in Young Women Christian Association. My roles include but not limited to:
  + Representative of all mentors
  + Supporting program delivery/content delivery (SRHR, life- skills, violence prevention etc)
  + Supporting recruitment and enrollment of AGYW
  + Supporting Identification of safe spaces (Safe spaces offer a venue for girls to regularly and consistently meet together with a mentor in physical, mental, and emotional safety).
  + Supporting mapping of service delivery points (health facilities, Police, etc)
  + Facilitating AGYW group meetings
  + Case management to ensure each AGYWs unique needs are being addressed by the program
  + Educating AGYW on economic empowerment
  + Providing referrals to AGYWs as required
  + Accompaniment to health facility, one-stop-center and other services as required
  + Completing data collection and tracking and entering data into program provided tablets.
* From September 2018 to 2020: Private Car Driver
  + Follow all state regulations while operating a vehicle.
  + Conduct routine maintenance, such as checking oil levels and inspecting tire pressure.
  + Pick up passengers from a variety of locations and always ask for their level of satisfaction after a ride.
  + Communicate with the employers to inform them of whenever a passenger is about to be picked up.
  + Provide information to passengers about things to do in the local area.

**SKILLS**

* Effective time management skills to always allow employer to know where I am and update them when I am running behind.
* Excellent customer service to always check in on individuals and ask if there is anything I can do to make trip more enjoyable.
* Extensive knowledge of state vehicle laws.
* Great speaking skills to convey pertinent information to passengers.
* Expertise in database user software to log information at the end of every workday.
* Active listening skills to make customers feel appreciated.

**LANGUAGES SKILLS**

* Fluent in Kinyarwanda (Writing, Speaking and Listening)
* Excellent in English (Writing, Speaking and Listening)
* Good at French (Writing, Speaking and Listening)

**COMPUTER SKILLS**

* Software system (Operating System, Anti-Virus)
* Software application (Microsoft Office: Word, Excel, PowerPoint, Access…)
* Microsoft Visual Studio 6.0
* Good in using Internet and E-mail
* Google spread sheet

**CERTIFICATIONS**

* Certificate in software development and visual basics
* Gender based violence and psychosocial support
* Adolescent sexual and reproductive health and rights and HIV prevention
* Psychosocial support and burnout management
* Life skills training

I solemnly confirm that all the information given above is true.

**References:**

1. Uzamukunda Pudentienne – Executive Secretary at YWCA/Rwanda

Email: [puzamukunda@ywcaofrwanda.org](mailto:puzamukunda@ywcaofrwanda.org); Telephone: +250788484514

1. Jean Berchmans Harindintwali – DREAMS Program Coordinator in YWCA/Rwanda

Email: [jbharindintwari@ywcaofrwanda.org](mailto:jbharindintwari@ywcaofrwanda.org); Telephone: +250788535201

1. Dr. Erick Baganizi – Director of Maternal, Neonatal, Child and Adolescent Health at Partners In Health

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