

IREEN MOTHELLO

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Detail-oriented and motivated professional with a strong foundation in analysis, problem-solving, and cross-functional collaboration. Experienced in supporting data-driven decisions and adapting quickly in fast-paced environments. Currently pursuing an M.S. in Entrepreneurship & Innovation with a focus in Finance at the University Of San Francisco.

Education

UNIVERSITY OF SAN FRANCISCO San Francisco, CA
MS Entrepreneurship & Innovation May 2026

- Analytics For Innovation, Entrepreneurial Finance & Accounting, Enterprise Software Development
- Co-founder Matching App Ideation and Product Development

CATHOLIC UNIVERSITY OF MALAWI Chiradzulu, MW
Bachelor of Commerce in Accounting Feb 2016

- Treasurer - United Nations Volunteers Club; Vice Secretary Catholic University SCOM
- Economics, Statistics, Information Systems, Taxation, Audit and Assurance, Cost Accounting

Experience **CLEARVISION VC** Menlo Park, CA
2026-Present ***Research Intern – The Future Of The Data Center***

- Collect, clean, and organize research data from primary and secondary sources to support ongoing analysis.
- Collaborate with a cross-functional research team to align objectives, share insights, and support collective analysis.
- Present ongoing research findings and insights to the team on a weekly basis.
- Draft research reports, briefs, and interim findings for stakeholders.

Experience **RANDOM GD** MW
2022 - 2025 ***SME Startup - Vocational skills Training, Retail, Consumer Services***

- Launched small/mid-sized startup in 2 lines of business: 1) Beauty products (procured from China) 2) Cosmetology vocational skills training center for girls in Malawi, with intent to develop and create vocational job opportunities.
- Supply Chain management: Sourced beauty products and fashion accessories for resale, negotiated pricing and facilitated shipments to Malawi on a monthly basis.
- Training & Skills Development: worked in partnership with my trainer as an assistant instructor and later started providing trainings as part of my Beauty Salon Services.

- Managed Financial Records from day to day book keeping records to final statements for accounting and taxation purposes

2018 – 2020 **WORLD RELIEF MALAWI**

MW

Finance & Accounting – Assistant Accountant, Non-Governmental Organization (NGO)

- Managed financial operations for a community-development and economic-empowerment project preventing under-five malnutrition through caregiver dietary training, food-prep classes, backyard gardening, small-livestock rearing, and community savings groups.
- Assisted in the Annual Organizational Budget Preparation, ensuring 95% accuracy in budget forecasting, resulting in minimal variance between projected and actual expenses.
- Responsible for tracking and reconciling budgets, managing petty cash, and performing cash and bank reconciliations, achieving a zero discrepancy rate. Captured Data into QuickBooks Database on a Monthly basis, maintaining a 99% accuracy rate for financial data entry.
- Collaborated with Internal Audit Team, ensuring compliance with financial regulations, grant requirements, and organizational policies, earning 100% unqualified audit opinions from external Auditors.

2017 – 2018 **POLYMED SACCO**

MW

Finance & Accounting – Assistant Finance Officer, Micro-Finance

- Supported day to day administrative and financial processes at PolyMed SACCO, a member-owned microfinance Institution that promotes savings, delivers financial literacy programs, and supports members' financial stability and small business growth through access to loans.
- Managed a MWK 2 million cash float and served as cashier; processed SACCO member loan payments within ≤ 2 working days 90% of the time, improving customer satisfaction; and filed PAYE tax returns on time, maintaining a 0% penalty rate.

Additional Information

- **Professional Associations/Memberships:** ICAM (Institute of Chartered Accountants In Malawi)
- **Skills:** Chichewa language, MS Office Suite (Excel, PowerPoint, Word), Google Docs
- **Volunteer/Causes:** Translator at BENITA for Missionaries in Malawi, United Nations Volunteer, Girl Child Empowerment
- **Leadership:** Finance Director SEG Ltd (Communal Savings and Investment Group)
- **Interests/Hobbies:** Creative DIY (Acrylic Painting- African Abstract Art, Beadwork, Crochet- Fashion), Singing Competitions, Experience In-the-Moment Traveler