

Queen WIHOGORA

Kigali-RWANDA,
queenwihogora@gmail.com
+250781904141

A dedicated and enthusiastic person with an eager to contribute my knowledge to advancing gender equality and empowerment within a vibrant organization. As a self-motivated, resilient, and optimistic individual, I have developed leadership abilities through active participation in school activities and community service. I am a people person and team player; I prioritize the growth of my team members and the community, demonstrating a dedication to promoting good change.

Experience

2018-2019

PROJECT MANAGER, ROBOTICS CLUB, GASHORA GIRLS ACADEMY

- Mentored Members on breaking gender biases and seizing opportunities.
- Facilitated participation in initiatives and projects ranging from tech to women empowerment.

2018

LIFT HER UP SUMMER, THE AGAHOZO-SHALOM YOUTH VILLAGE

- Engaged in the LIFT HER UP SUMMER program, showcasing storytelling skills through writing, visual arts, and poetry to foster creative expression and dialogue with peers and panelists.

2018-2019

COMMUNICATION PERSON, MEDIA CLUB AT GASHORA GIRLS

- Communicated updates and facilitated discussions within the club
- Contributed to discussions on the network's future functionality.

2018 – 2022

HE FOR SHE CLUB ADVISOR

- Organized weekly meetings to promote gender equality and inclusivity.
- Initiated and coordinated He for She essay competitions, fostering awareness among youth.

Education

September 2023– 2027

AFRICAN LEADERSHIP UNIVESITY

From 2017 - 2019

Advanced level certificate (A₂) in
Math-Physics-Computer
**GASHORA GIRLS ACADEMY OF
SCIENCE AND TECHNOLOGY**

From 2014 to 2016

The Ordinary Level
**Forum for African
WomenEducationalists
(FAWE-Gisozi)** secondary
school.

Skills

- Team work
- Microsoft Word, Excel, PowerPoint
- Microsoft Office Suite Expertise
- Target Implementation
- Team Leadership
- Time Management
- Adaptability
- Problem-Solving
- Listening and Speaking

Hobbies

- Socializing
- Art creations
- Reading novels
- Adventure and Research

Professional Experience:

2023-Current

1. **Front Office & Accountant** *Round Designs Ltd*

- Warmly welcoming clients, answering their Inquiries, and Handling any arising complaints
- Sends partnership proposals to Clients
- Managing incoming calls and mails
- Entering and updating customer information in databases and managing electronic files.
- Handling invoicing, receiving payments, and providing receipts.
- Maintaining accurate records of financial transactions.
- Conducts reports
- Working closely with other departments for scheduling, information sharing, and coordination of activities

2023

2. **Front Office & Sales** *Smart Design.*

- Warmly welcoming clients, answering their Inquiries, and Handling any arising complaints
- Identifying potential customers and Reaching out to through calls, emails, or face-to-face meetings to introduce the product or services
- Establishing and maintaining strong relationships with new and existing customers.
- Negotiating prices, terms, and conditions of sales agreements to reach mutually beneficial outcomes plus closing deals
- Following up with customers after a sale to ensure satisfaction and to address any issues or concerns.
- Collaborating with other sales team members, marketing, and other departments to align efforts and achieve common goals.

2021-2022

3. **Secretary & Accountant** *Capital Records*

- Preparing agendas, taking meeting minutes, and distributing them.
- Updating and managing client lists, databases, and records.
- Handling invoicing, receiving payments, and providing receipts.

REFERENCES

RUKUNDO Eric

Title: CEO & Co-Founder
Company: Capital Records
Address: Kigali-Rwanda
PHONE: 0783379115
EMAIL: manzierico3@gmail.com

NIYONSENGA Jean Claude

Title: Managing Director
Company: Round Designs Ltd
Address: Kigali-Rwanda
PHONE: 0788648829
EMAIL: jeanclaudeniyonsenga20@gmail.com

HONORS AND AWARDS

- Honored to attend Yale Young African Scholars in Zimbabwe and received certificate of completion 2019
- 2nd Speaker during the East African Debate Championship 2018
- A certificate for attending the Lift Her Up summer program in 2018
- A certificate for Microsoft office word specialist 2019
- Hydroponics Project with the University of Pennsylvania Group of 2018.
- Lost And Found (LAF) in Gashora Annual Project Exhibition 2019.(where the project managed to occur in the top nine best projects in the school).