



# umukundwa vestine

visual assistant | administrative assistant

I am currently a software engineering student with a keen interest in the role of a virtual assistant. I have actively engaged in campaigns focused on effective virtual assistance and discovered the valuable insights it offers into organizational operations. This experience has deepened my understanding of how companies function and the continuous learning opportunities available in this field. I am eager to apply the skills I acquire as a virtual assistant to support my aspiration of running my own company one day.

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## EDUCATION

### Study Program

african leadership university

05/2024 - 07/2027

Courses

– no project

### Study Program

software engineering

kigali

kigali

## SKILLS

creating meeting agendas Taking meeting minutes

Google Meet / Zoom

Fireflies and Canva

Managing a client's inbox

Internet research

Expensify

Google Docs /MS Word

Google Sheets

MS excel

Managing a client's calendar Scheduling by using Google Calendar

, Writing Correspondence Electron Record Management (version control/ ownership/ storage)

Creating slides / presentations Project

Expense tracking

Skill

## ACHIEVEMENTS

they deserve lunch program (05/2021 - Present)

Launched the They Deserve Lunch program, providing essential food and support to hospital patients in Musanze through community contributions.

## ORGANIZATIONS

MasterCard foundation

I am a MasterCard foundation scholar

## CERTIFICATES

visual assistant (09/2024 - Present)

certificate for completing visual assistant courses

## LANGUAGES

english

Elementary Proficiency

Language

Full Professional Proficiency

## INTERESTS

Learning about Business Operations

staring my own bussiness

Technology and Innovation

Supporting Community Initiatives