

WILLIE B DANIELS

Liberian | Bumbogo, Kigali Innovation City, Kigali, Rwanda | +250792401374
w.daniels@alustudent.com

SUMMARY

A driven and proactive individual who has previous experience in both Customer Relations and Marketing, and a track record of successfully managing challenging situations while providing exceptional service to clients. Possesses excellent skills in administrative duties, including proficiency in computer programs, word processing, and analytical tools. Demonstrates the ability to enhance team efficiency through meticulous organization of files and proficient handling of multiple tasks, with the ability to work independently and meet strict deadlines.

EDUCATIONAL BACKGROUND

African Leadership University – Kigali, Rwanda

January 2023 – Present

BSc. Software Engineering

Relevant Coursework: Entrepreneurial Leadership; Articulating Process and Purpose, Documenting, Reflective thinking, Navigating Ambiguity, Research.

PROFESSIONAL WORK EXPERIENCE

Project Manager, Family Projects, Mar 2021 - Jan 2022, Paynesville, Montserrado

- Forecasted requirements, prepared budgets and scheduled expenditures to meet financial targets.
- Created and delivered status reports and identified pending action items for resolution.
- Implemented standards, methods and tools to complete project work and mitigate constraints.
- Compiled data and measured performance to assess project success and Improve strategies.
- Inspected finished projects to meet regulatory requirements.

EXTRACURRICULAR ACTIVITIES

COMMUNITY PROJECT

September 2022

Facilitated the resolution of electricity challenges within a thriving community of over 40 households by orchestrating an extensive survey and spearheading a successful fundraising campaign. The proceeds from this initiative were instrumental in the acquisition and installation of a mini Transformer, thereby ensuring a sustainable power supply.

PROJECT MANAGER

November 2021 - December 2022

Effectively leading a team of three individuals in the diligent care and maintenance of the garden on my property, ensuring the sustainable cultivation of essential vegetation within the premises.

African Leadership University Orientation Week

May 1, 2023 - May 7, 2023

Contributed to the orientation week at the African Leadership University, assisting in various activities to welcome and support incoming students.

SKILLS

- | | | |
|--------------------------|------------------------|----------------------|
| • Records Administration | • Transcribe Letters | • Collaboration |
| • Set Appointments | • Project Coordination | • Project Management |
| • Files Organisation | • Planning | • Research |

INTERESTS

- | | | |
|----------------------------------|-----------------------------|--------------------|
| • Nature & Wildlife Conservation | • Volunteer work | • Painting |
| • Cultural Experiences | • Music and Performing arts | • Entrepreneurship |

- Outdoor Activities

- Language Learning

LANGUAGES

- English - Native

- French - Conventional

- Basic proficiency in Chichewa

- Swahili - Beginner

- Spanish - Elementary level