

Angelo, Benimana

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PROFESSIONAL PROFILE

Junior Project Manager with over a year of experience in construction project management and team coordination. Expert in budget management, resource allocation, and project tracking, achieving 20% efficiency improvements and 10% cost reductions. Experienced AI Market Research Analyst with a focus on AI risk assessment and strategic recommendations. Proficient in data analysis and project management tools. Strong communication, leadership, and mentorship skills, committed to operational efficiency and safety standards.

EDUCATION BACKGROUND

Kepler College, Kigali - Rwanda, Expected July 2025

Bachelor of Arts in Project Management

WORK EXPERIENCE

May 2024 - July 2024, AI Market Research Analyst (extern), NRG, United States- Remote

- Conducted comprehensive research on the AI risk landscape, identifying key threats and their potential impacts on various industries.
- Analyzed data from multiple sources to develop actionable insights and recommendations for mitigating AI-related risks.
- Collaborated with a team of 10 researchers and analysts, contributing to a detailed report on AI risks and their solutions.
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- Presented findings to senior management, providing strategic recommendations to enhance AI risk management practices.
- Utilized data analysis tools (Excel) to process and interpret large datasets, ensuring the accuracy and reliability of research outcomes.

VOLUNTEERING

September 2022 - May 2023, Junior Project Manager, MTCC Ltd, Kigali - Rwanda

- Led the planning and execution of 5 construction projects, ensuring all were completed on time and within budget.
- Coordinated with a team of 10 engineers, architects, and contractors, facilitating clear communication and efficient workflow.
- Managed project budgets totaling 7 million Rwf, successfully reducing costs by 5% through effective resource allocation and negotiation with suppliers.
- Provided training and mentorship to 8 junior staff members, fostering professional growth and skill development.

SKILLS & ABILITIES

Computer

- Proficient with Microsoft Word, Excel, PowerPoint, Quickbooks, Google Docs, Gmail.
- Can type 50 WPM

Communication Skills

- Fluent in English speaking, writing, Reading, and Listening skills
- Basic French and Latin in speaking and writing

Leadership skills

- Team player and Team leader with the ability to give and receive feedback.
- Problem-solving skills and Probing skills
- Project Planning, scheduling, and Risk Management
- Stakeholder communication and Customer Service Management