

DANIEL BURONGU

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SUMMARY

I am a dynamic self-starter with a genuine passion to contribute to the growth and success of the co-learning space by providing exceptional management, customer support, and community-building skills. I have previously managed an office space with the UNHCR and REAL, and conducted other related business analyses. Additionally, managed event planning and project execution and further implemented numerous activities like business ideation, team building, and problem-solving.

EDUCATIONAL BACKGROUND

African Leadership University – Kigali, Rwanda
Bachelor's Degree in Software Engineering

May 2022-Dec 2025

ALX - The Room.

May 2022– Sept 2022

Honors ALX Virtual Assistant Course

Kampala secondary school – Kampala, Uganda
Uganda Advanced Certificate of Education (UACE)

Jan 2018 – Nov 2019

PROFESSIONAL WORK EXPERIENCE

Administrative Assistant/Field coordinator

Dec 2019 – Sept 2021

REAL – Kampala, Uganda

- Handled and coordinated active calendars for the team lead and the Financial Manager
- Scheduled and confirmed meetings for the Team Lead and the Financial Manager
- Ensured proper file organization based on the office protocol, conducted data collection and participated in various stakeholder meetings

Office Assistant

Jan 2021 – Dec 2021

UNHCR – Kampala, Uganda

- I organized files based on the organization's protocols
- Ushured and offered translation services to office clients. In-person and virtual meetings and events logistics (including but not limited to invitations, registration, video conferencing, or in-person logistics)

EXTRACURRICULAR ACTIVITIES

Village Team community volunteer, African Humanitarian Action, Kampala

April 2020 – Oct 2021

- Raised awareness and conducted a campaign that sensitized the refugee community about immunization and the place where they can get immunized.
- Facilitated team building and communication workshops

Translator/Interpreter - Office of the Prime Minister, Uganda, Kampala

Dec 2019 – Feb 2021

- Interpreted and translated information from local languages to English, facilitating communication and easy data flow.

SKILLS

- Outstanding, proactive communication with clients/managers.
- Time management, task organization, and prioritization
- Team building
- Coaching and mentorship
- Managing calendar and scheduling, Creating slides & presentations
- Business planning
- Using SurveyMonkey to Create Surveys and Analyze Results
- Data entry and expense tracking
- Use of common web and software applications including Google Workspace suite and video conferencing tools
- Problem-solving and Excellent decision-making skills

INTERESTS

Cycling

Innovation

LANGUAGES SPOKEN

Swahili-Native

English - Professional

References available upon request