



DAPHINE NAMBAFU

Student

+256 765063190
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Mukono, Uganda

EDUCATION

Certificate in Software Engineering
Refractory Academy
2024 - Current

High School Graduate
St. Joseph's High School
2020 - 2022

SKILLS

Good communication skills
Leadership
Good at using IT gadgets
Teamwork
SEO

LANGUAGE

English
Luganda
Lusoga

Experience

Jan 2023- Dec 2023
Heart to Heart Initiative | Kagoma, Uganda
Administrative Assistant

I handled a variety of tasks essential for smooth operations. I managed daily office functions such as answering phones, managing correspondence, and maintaining supplies, ensuring a well-organized environment. I coordinated meetings, appointments, and events, managing executives' calendars to optimize time management. Additionally, I prepared, edited, and filed documents, ensuring accuracy and accessibility. I served as a key communication point between staff, donors, volunteers, and partners, fostering strong relationships and seamless information flow.

2021 - 2022
Heart to Heart Initiative | Kagoma, Uganda
Volunteer

I contributed to various essential tasks to support the organization's mission. I assisted with event planning and coordination, helping to organize community outreach programs and fundraising events. I also engaged in community service activities, such as distributing supplies to those in need and participating in educational workshops.

2020
Breeze Blows Motel and Imran Restaurant
Receptionist and Waitress

Receptionist: Managed front desk, greeted visitors, answered inquiries, directed calls, scheduled appointments, and maintained office records.

Waitress: Provided excellent customer service in a fast-paced restaurant, greeting/seating customers, taking orders, ensuring timely delivery, handling inquiries/complaints, and processing payments.

Reference

Sarah Kwagala Kasozi
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