

# Emmanuel Ngabire

## Profile

Buffalo, MN 55313

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+1 763 339 9276

Highly strategic, self-motivated and detail-oriented person with proven experience in project management, operational regulations, budget management, and overseeing administrative functions in a variety of settings, including domestic and international spaces. Experienced educator in public health higher education with experience in health service environments. Excellent leadership, time management, and interpersonal skills. Hold a Master of Science in Public Health, and pursuing an MBA Healthcare.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

## Work Experience

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### Chief Strategist

Clubout, Inc. - Minneapolis-Saint Paul, MN

September 2021 to Present

- Create the company's vision, communicating the plan with all those involved, executing the business initiatives and sustaining implementation efforts.
- Provide insights on budgeting and financial forecasts valued at \$\$ by analyzing historical cost trends to inform upcoming year's annual budget allocation, resulting in % improved accuracy in forecasting costs
- Analyze weekly market shares for the organization to assess change and production, and document all changes accurately and with great attention to detail to inform senior management of progress and changes that need to be made to ensure on-time reporting to all clients.
- Find important projects, ventures, potential targets and other partnership opportunities.
- Ensure any applicable metrics and performance pointers are in place in order to measure all progress.
- Identify strategic risks and help to reduce these risks.
- Assist in talent acquisition and development.

### Interpreter (Kinyarwanda, French, Swahili)

ST. PAUL PUBLIC SCHOOLS

October 2018 to Present

- Provide interpreting services as needed
- Serve as a cultural broker between teachers and families
- Perform duties in a professional manner

### Customer Service Representative

Comcast Cable - Minnetonka, MN

October 2018 to Present

Customer experience representative

- Provide exceptional customer experience
- Solve customers' problems

- Retain revenues
- Perform transitional sales

### **MPH Global Health Fieldwork and Program Coordinator**

St. Catherine University - Saint Paul, MN

July 2019 to September 2021

- MPH in global health Practicum instructor
- MPH in global health Practicum coordination
- MPH in global health Program Coordination

### **House Manager**

RESIDENTIAL CARE MANAGEMENT - Eden Prairie, MN

October 2017 to December 2018

- Coordinated the house to ensure teamwork and customer-oriented service
- Ensured compliance with state standards
- Maintained high quality of cares in the house
- Implemented quality assurance projects
- Championed customer care and hospitality project
- Championed ELDERMARK software implementation
- Supervised staff
- Managed the budget

### **Manager and Faculty**

PARTNERS IN HEALTH

April 2014 to 2016

- Trained medical students through direct mentoring, teaching and evaluation
- Implemented Social and Community Medicine Curriculum
- Championed problem-based learning for health professions
- Managed the program budget

### **Research Assistant - School of Public Health**

CENTER OF EXCELLENCE OF HEALTH SYSTEM STRENGTHENING

2011 to 2013

- Developed and taught health policy coursework
- Organized health systems strengthening research events in sub-Saharan Africa
- Organized and coordinated international officials study tours for health systems strengthening

### **Tutorial Assistant & Academic Secretary**

CENTER OF EXCELLENCE OF HEALTH SYSTEM STRENGTHENING

2007 to 2011

- Revised undergraduate medical curriculum
- Supervised course scheduling
- Mentored post-graduate students research and dissertations
- Coordinated faculty secretariat

Oct. 2016-Feb. 2017

## Education

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### **MBA in Healthcare Management**

St Catherine University - Saint Paul, MN

September 2020 to Present

### **Master of Public Health in Public Health**

NATIONAL UNIVERSITY OF RWANDA - Kigali, RW

February 2012

### **Bachelor of Arts in African Literature and Languages**

University of Rwanda - Butare

September 2001 to May 2006

## Skills

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- Operations
- Scheduling
- Training
- retail sales
- Team Building
- Organizational Skills
- Sales
- Marketing
- Management
- Microsoft Excel
- problem solving
- Multilingual
- Budgeting
- Translation
- Interpretation
- French
- Microsoft Office
- Research
- Project Coordination
- Medical Scheduling
- Program Management
- Computer Networking
- Presentation Skills
- English
- EMR Systems
- Epic

- Medical Office Experience
- HIPAA
- Customer Service
- Intake
- Medical Terminology
- Project Planning
- Project Management
- Adult Education
- Microsoft Powerpoint
- Google Suite
- Medical Records
- Quality Assurance
- Insurance Verification
- Strategic Planning
- Office Management
- Fundraising
- Event Planning
- Employee Orientation
- Spanish
- Negotiation
- Microsoft Outlook
- Interviewing
- Data collection
- Survey design
- Qualitative research interviewing
- Adobe Acrobat
- Vital signs
- ICD-9
- ICD-10
- eClinicalWorks
- SQL
- R
- Predictive analytics
- Analytics
- Business intelligence
- Analysis skills
- Teaching
- Public health
- Driving
- Data visualization

- Healthcare management
- SPSS
- Quantitative research
- Business analysis
- Statistics
- Tableau
- SAS
- Data analytics
- Data analysis skills
- Transportation (1 year)
- Office experience
- Microsoft Word
- Tutoring
- Accounts payable
- MySQL
- Data modeling
- Data warehouse
- Administrative experience
- Medicare
- Experience working with students
- Relationship management
- Databases
- Regression analysis
- Statistical software
- Microsoft Access
- Statistical analysis
- Business requirements

## Languages

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- French - Expert

## Certifications and Licenses

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**First Aid Certification**

**CPR Certification**