

## **PROFESSIONAL SUMMARY**

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Results-driven program coordinator with a track record of experience delivering measurable outcomes in stakeholder engagement, partnership development, and program operations. Proven track record of securing strategic partnerships, coordinating events, and managing cross-functional teams to achieve organisational objectives. Passionate about youth empowerment and creating scalable impact through education and entrepreneurship projects across Africa.

## **EDUCATIONAL BACKGROUND**

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<b>African Leadership University</b> – Kigali, Rwanda B.A. (Hons) Entrepreneurial Leadership <i>Relevant Coursework: Prototyping and Go to Markets; Building and Scaling Teams; Advanced Startups; Introduction to Business Strategy and Investment; Fundamentals of Business Operations.</i>	<b>September 2023 – present</b>
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## **PROFESSIONAL WORK EXPERIENCE**

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<b>Project Manager Associate</b> <b>Kwezi Midwife</b> – Kigali, Rwanda	<b>March 2025– May 2025</b>
<ul style="list-style-type: none"><li>Established and managed 1+ strategic partnerships with NGOs and healthcare organisations, expanding organisational network by 40% within 2 months.</li><li>Led partnership negotiations from initial contact to signed agreements, securing collaborations with projected impact</li><li>Drafted and executed MOUs and NDAs, ensuring 100% compliance with legal and organisational standards</li><li>Worked on grant opportunities and identified high-potential funding sources</li><li>Reduced partnership onboarding time by 30% through the development of standardised documentation and workflow processes</li></ul>	
<b>Operations Intern</b> <b>Spurt!</b> – Newark, Delaware, USA	<b>May 2024 – July 2024</b>
<ul style="list-style-type: none"><li>Supported recruitment pipeline for 15+ positions, contributing to an increased offer acceptance rate through improved candidate experience.</li><li>Streamlined onboarding processes for 10+ new hires, reducing time-to-productivity by 25%</li><li>Coordinated with 5 cross-functional teams to implement people operations initiatives affecting 50+ employees</li><li>Maintained 98% accuracy in HR database management across 20+ employee records</li></ul>	
<b>Personal Assistant</b> <b>CHW Home Appliance Repairs</b> – Trichardt, South Africa	<b>September 2022 – October 2022</b>
<ul style="list-style-type: none"><li>Reorganised inventory management system for 20+ items, reducing stock discrepancies by 60%</li><li>Improved response time to client inquiries by 50% through an optimised database management system</li></ul>	
<b>Retail Manager</b> <b>EZ Hair Solutions</b> – Secunda, South Africa	<b>November 2019 – December 2019</b>
<ul style="list-style-type: none"><li>Managed a team of 5 staff members, achieving 20% productivity increase through improved scheduling and task delegation</li><li>Increased customer satisfaction scores by 35% through enhanced client relationship management protocols</li></ul>	

## **EXTRACURRICULAR ACTIVITIES**

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<b>Operations Manager (Volunteer)</b> , Africa's Business Heroes (ABH) Grand Finale and Summit (ABH) <b>November 2023</b>	
<ul style="list-style-type: none"><li>Organised networking session connecting 100+ entrepreneurs, startup founders, and investors across Africa and coordinated logistics for a 1500+ attendee conference for the 3-day event</li><li>Achieved 95% attendee satisfaction rating through seamless event execution and resource management</li></ul>	
<b>Event Volunteer</b> , African Leadership Network	<b>November 2023</b>
<ul style="list-style-type: none"><li>Collaborated with a 20-person team to execute the ALN Annual Gathering 2023 and 2 successful networking events with 75+ total participants</li><li>Coordinated venue logistics, catering, and programming for events averaging 40 attendees each</li><li>Achieved 90% attendance rate through effective promotion and stakeholder engagement</li></ul>	

## **CORE SKILLS**

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- Project Management
- Research
- Program Coordination
- Stakeholder engagement
- Operational efficiency
- Writing skills
- Creative storytelling
- Public speaking
- Communication
- Team building
- Leadership
- Microsoft Office
- Google Workspace