

MUTESI FAIZA

Email: hmanita24@gmail.com | Phone: +250786061493 | Link to Portfolio: [PORTFOLIO](#)

PROFESSIONAL SUMMARY

Detail-oriented individual with strong data management and system support skills. Proficient in database management, information verification, and administrative process optimization. Demonstrated ability to maintain confidentiality while handling sensitive information and ensuring data integrity in fast-paced environments.

Software skills:

❖ **Tech Skills in:** Firebase | MySQL | Python (Django, Flask) | Java | HTML | CSS | React | Node.js | JavaScript | PHP | Bootstrap | C++ | C# | Google Play Console | App Store Connect | Salesforce

❖ Excellent knowledge of AI Career Essentials | MS Word | Outlook | Google Suite | PowerPoint and Excel.

Other Skills:

Task prioritization | Good communication Skills | Troubleshooting techniques | Good organizational skills | Versatility

Academic Qualification:

Bachelor's degree in Computer Science (Majoring in Software Engineering)

INES RUHENGARI

Expected Completion – October 2025

WORK EXPERIENCE

April 2025 – June 2025

Worked as a software developer intern at Spiderbit Ltd | Kigali, Rwanda

Tasks:

- Analyze user requirements and translate them into technical specifications.
- Write clean, efficient, and maintainable code.
- Develop front-end interfaces and back-end logic.
- Collaborate with cross-functional teams (designers, testers, DevOps)
- Debug and resolve software defects and performance issues.

November 2022 – January 2025

App Deployment Specialist (remote work) Invisible Technologies | San Francisco CA 94104, United States |

Responsibilities:

- Ensured data integrity through systematic verification processes.
- Configured and managed complex information systems requiring strict security protocols.
- Maintained accurate documentation across multiple platforms and applications.
- Implemented systematic quality checks to identify and rectify errors.
- Prepare Collaborated with cross-functional teams to ensure compliance with various requirements.
- Ensure compliance with Google & Apple policies (content, security, and privacy).
- Ensure CCPA and other data protection laws are met.

Data Extractor (remote work) Invisible Technologies | San Francisco CA 94104, United States | Responsibilities:

- Performed data quality checks using industry best practices to identify and rectify errors, maintaining data integrity.
- Documented the data extraction process to ensure traceability and facilitate future audits. (if applicable)
- Delivered projects on time while adhering to strict data quality standards.
- Accurately transcribing data from images and organizing it into a well-structured document.

November 2022 – November 2023

Medical Interpreter(remote), GLOBO Language Solutions |100 N. 18th Street, Philadelphia, PA 19103|

Responsibilities:

- Ease verbal communication between healthcare practitioners and patients.
- Accurate translation of medical information on audio or video calls.
- Accurately translating medical terms for patients, immigrants and other clients from English to Kinyarwanda, and Swahili.
- Simplifying any jargons to make communication easier.
- Upholding confidentiality

March 2020 – July 2021

Sales and Marketing Officer, Touch Media Design Ltd | Kigali, Rwanda

- Offered strategic advice to build brand awareness and capture attention of target markets.
- Identified new opportunities and customers with continuous monitoring of market and pipelines.
- Developed and managed successful marketing sales pipelines by seeking out new leads and building strong partnerships.
- Met deadlines consistently, working effectively under pressure to achieve all targets.
- Underpinned successful sales operations by smoothly handling briefs, proposals, and contracts.
- Worked effectively with diverse team to accomplish daily objectives and meet long-term goals.

OTHER ACHIEVEMENTS

- 8 weeks AI Career Essentials Course ALX Africa | May to July 2024
- 6 months Leadership Training Youth Impact Mission Africa | JULY 2017

LANGUAGES

English | Swahili | Kinyarwanda

REFERENCES

Mr. Faizan Ali – Onboarding Specialist, Invisible Technologies | Email: faizan.ali@invisible.email

Mr. Rugambwa Safari Mario - Chief Executive Officer, Touch Media Design Ltd

Phone number: +250 788 389 200

DECLARATION

I, MUTESI Faiza, declare that the information provided above is authentic according to the best of my knowledge.