

# Muco Manzi


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Rwanda

## EXPERIENCE


### Intern Business Development

 Oct 2023 - Mar 2024

Kivu Choice Ltd

- Spearheaded digital marketing initiatives as a vital member of the digital marketing team.
- Took ownership of online marketing strategies to enhance brand visibility and engagement.
- Designed captivating posts, flyers, and posters to effectively communicate the company's message and promotions.
- Traveled extensively across the country to procure engaging content for various marketing campaigns.
- Played a key role in website creation, contributing to the development and optimization of the company's online presence.


### Mechanic Assistant

 Jul 2022 - Sep 2022

Victoria Motors

- Ensured all necessary services were completed by following comprehensive repair checklists
- Conducted thorough inspections and evaluations of problematic machinery
- Cleaned, washed and painted machinery for maintenance
- Provided excellent customer service


### Manager

 Nov 2021 - Mar 2022

Hadassah Garden Restaurant


- Coordinate daily Front of the House and Back of the House restaurant operations
- Deliver superior service and maximize customer satisfaction
- Respond efficiently and accurately to customer complaints
- Regularly review product quality and research new vendors
- Promote the brand in the local community through word-of-mouth and restaurant events
- Recommend ways to reach a broader audience (e.g. discounts and social media ads)

### Program Coordinator

 Sep 2021 - Nov 2021

Twende Jerusalem


- Oversee all operations, activities and budgets for each program
- Lead fundraising efforts when needed
- Reschedule or rearrange tasks and projects as necessary
- Hire, supervise and coach team members (e.g. project managers, program supervisors)
- Manage relations with vendors or partner organizations
- Prepare reports on the programs' status or problems

 Nov 2020 - Feb 2021

Tabula Finances

- Banking Agent Tabula Finances, -----
- Handling bank transfers, and assisting with online accounts
- Completing transactions, accepting deposits, and answering banking or financial related questions.
- Worked as an agent for Bank of Kigali, Equity bank, and Airtel Mobile Banking


## Event Organiser

 Jun 2019 - Oct 2019

### Artery Rwanda


- Communicate with the client to understand their wants, needs, and special requests for the event
- Plan and organize the event from concept to finish in accordance with the preference of the client
- Select the most suitable location or venue; book, prepare, and arrange it for the event
- Design a layout and agenda of the event; create event guides, tickets, pamphlets, and any other marketing activities to promote the event traditionally or digitally with the assistance of PR professionals or marketing executives
- Hire key volunteers and manage staff, as well as special guest appearance, MCs, anchor or any other suitable entertainer for the event
- Attend event to oversee activities and ensure details are handled as planned

## Head Of Marketing, Black

 Sep 2018 - May 2019

- Identify, develop, or evaluate marketing strategy, based on knowledge of establishment objectives, market characteristics, and cost and markup factors.
- Formulate, direct and coordinate marketing activities and policies to promote products and services, working with advertising and promotion managers.
- Negotiate contracts with vendors or distributors to manage product distribution, establishing distribution networks or developing distribution strategies.
- Consult with product development personnel on product specifications such as design, color, or packaging.

## Teacher

 Jan 2017 - May 2017


### Oikus Academy

- Instruct students individually and in groups, using various teaching methods such as lectures, discussions, and demonstrations.
- Adapt teaching methods and instructional materials to meet students' varying needs and interests.
- Establish and enforce rules for behavior and procedures for maintaining order among the students for whom they are responsible.
- Prepare students for later grades by encouraging them to explore learning opportunities and to persevere with challenging tasks.
- Assign and grade class work and homework.

## EDUCATION

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### Bachelors Degree, Entrepreneurial Leadership

 2026

#### African Leadership University

- Bachelors Degree from Kigali

### International Baccalaureate

 2018

#### Green Hills Academy

- International Baccalaureate from Kigali

## LANGUAGES

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