CLAINIE, NIYOMUBYEYI

KIGALI- RWANDA|+ 250 780880 412|Clainieniyomubyeyi1@gmail.com|LinkedIn

I am a dynamic third-year Project Management student at Kepler College, driven by a passion for delivering impactful results through strategic planning and execution. With proven strengths in time management, critical thinking, and problem-solving, I excel at navigating complex projects to ensure goals are met efficiently within timelines and resource constraints. My expertise is reinforced by a Project Initiation & Planning Certificate, demonstrating my ability to plan, implement, and manage projects with precision.

EDUCATION BACKGROUND

Kepler-College, Kigali-Rwanda

2022-2025: Bachelor's Degree of Art in Project Management

Advanced level/ Kayonza Modern Secondary School

2018-2021: Advanced level certificate in Physics, Chemistry, and Biology (PCB)

CERTIFICATION

- Project planning and initiation
- AI career essentials
- Virtual assistant
- Gig-at-startup (certificate of completion).

WORK-EXPERIENCE

Project List Builder – InversePay

September 2024 – October 2024

- Built and organized a CRM database for 100+ companies across Africa, the USA, and the UK.
- Conducted comprehensive market research to identify potential collaborators.
- Drafted personalized outreach strategies, improving client engagement and relationship building.

Project Coordinator – Kayonza District, Murama Sector

August 7, 2021 – August 14, 2021

- Coordinated logistics for a solar energy distribution project to 400 homes in Rusave Cell.

- Communicated with community members, addressing concerns and ensuring project alignment with local needs.
- Compiled and reported project data to stakeholders for process evaluation.

SKILLS & ABILITIES

Computer

● Proficient with Microsoft Word, PowerPoint, Google Docs & Sheets, Gmail.

● Proficient in using Canva while designing.

● Excellent in typing (55 words per minute).

● Web design and management (HTML and CSS)

● Asana, Trello, and Monday, Ms project

1. Communication Skills

● Fluent in English speaking and writing.

● Native Kinyarwanda Speaker.

● Great public speaker and event organizer.

2. Leadership skills

● Team player with the ability to give and receive feedback.

● Problem-solving skills that can arise among the team.

● Diversity and inclusion.

● Stakeholder engagement and collaboration , time management, collaboration & team work.