

NYASHA SHEPARD USHEWOKUNZE

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Aspiring Software Developer

SUMMARY

Motivated BYU-Idaho student majoring in Software Development, with a solid foundation in administrative assistance, bookkeeping, and project management. Experienced Stake Clerk and former Stake Executive Secretary with a proven track record of maintaining accurate records, streamlining administrative processes, and ensuring data integrity. Dedicated to contributing effectively as a problem solver while continuing professional development.

EXPERIENCE

Stake Clerk

Harare Zimbabwe South Stake

Present

Harare

- Ensured the accurate management of over 2,500 church member records, improving data integrity by 95% through membership meticulous audits and training of unit clerks.
- Trained ward clerks in record-keeping practices, resulting in a 25% reduction in reporting errors.

Stake Executive Secretary

Harare Zimbabwe South Stake

May 2022 – August 2024

Harare

- Coordinated over 50 stakeholder meetings throughout the year, ensuring seamless planning and execution.
- Maintained confidential records and schedules for the Stake President, enhancing operational efficiency.
- Improved communication flow between Stake leaders and ward-level leaders, achieving a 30% increase in response rates.

Salesperson and Cashier

Farm and City Center

May 2022 – August 2024

Harare

- Engaged in daily meticulous data entry, and attention to detail in transaction processing.
- Surpassed monthly sales goals by an average of 15-20% through targeted customer engagement.
- Maintained 99% accuracy in cash handling and reconciliations, ensuring financial compliance.

Salesperson

Food World

February 2018 – January 2019

Harare

- Surpassed monthly sales goals by an average of 15-20% through upselling techniques, identifying customer needs, and recommending complementary products.
- Processed over 100 transactions daily with 99.9% accuracy, ensuring seamless and quick checkout experiences.
- Successfully resolved 95% of customer issues on the spot, maintaining high customer satisfaction levels.

Full Time Missionary

The church of Jesus Christ of Latter-day Saints

February 2020 – February 2022

Ghana Kumasi, Kenya Nairobi Mission

- Trained and supervised 20+ missionary leaders, enhancing their effectiveness and productivity.
- Developed excellent cross-cultural communication skills, fostering strong community relationships.
- As a social media specialist, I adhered to high moral standards while maintaining confidentiality regarding contacts.
- Engaged with leads and crafted effective messages that honed my ability to communicate clearly and empathetically.

EDUCATION

Brigham Young University

Software Development

Idaho

Expected graduation April 2026

Google

Project Management

Online

Feb 10 2025

Intuit Academy

QuickBooks Online Level 1 and level 2

Online

Oct 2024 – December 2024

SOFT SKILLS

- Google Workspace
- Record Management
- Strategic Communication
- Attention to detail
- Data Management
- Financial Reporting and Stewardship
- Team Collaboration
- Leadership and Training
- Calendar Management
- Information Integrity and Confidentiality
- Problem Solving
- Technology Proficiency

TECHNICAL SKILLS

Python - Node.js - Javascript - Django -Html - CSS

Financial Skills

Bookkeeping - Quickbooks Online Level 1 & 2 - Xero Advisor & Accounting Software

ACHIEVEMENTS

- **Missionary Leadership:** Recognized as a dependable missionary and trainer during missionary service.
- **Sales Excellence:** Awarded Employee of the month once for exceptional customer service and sales performance.

CERTIFICATION

Google Project Management (Google)

- Equipped with skills in project planning, task estimation, and risk management, enhancing the ability to lead successful projects.

Carrier Essentials in Administrative Assistance (Microsoft)

- Advanced organizational and scheduling techniques, optimizing efficiency in administrative tasks, processes and milestones.

QuickBooks Online Level 1 and 2

- Proficient in financial data entry, reconciliation, and reporting, ensuring accuracy in bookkeeping tasks.

Intuit Bookkeeping

- Skilled in maintaining accurate financial records, ensuring compliance with best practices, and applying General Accounting Principles.