

# Isaac Niyonzima - Curriculum Vitae

📍 Huye, Rwanda

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## Professional Summary

A motivated and reliable **Virtual Assistant** with hands-on training from **ALX Africa**. Experienced in administrative support, data entry, customer service, online research, and task coordination. Known for delivering high-quality work, keeping confidentiality, and supporting productivity through digital tools. Eager to contribute to individuals, startups, and growing businesses.

## Skills

- Email & Calendar Management
- Data Entry & Document Creation
- Online Research & Reporting
- Project Coordination & Task Management
- Google Workspace & Microsoft Office
- Trello, Notion, Zoom, Slack

## Professional Experience

### Virtual Assistant Trainee

*ALX Africa* — 2023–2024

- Completed intensive training in virtual assistant best practices, tools, and client communication.
- Managed digital calendars, coordinated tasks, created spreadsheets and organized documents.

### Stock Controller

*Bakery, Rwanda* — 9 months

- Maintained accurate records of inventory in a busy bakery.

- Coordinated supply delivery and stock usage to reduce waste.

**Security Agent**

*Guard World Security Company, Kigali — Aug 2022 – Feb 2023*

- Ensured client property and personnel safety with professionalism and attention to detail.

**Class Monitor**

*GS Tyazo Secondary School*

- Supported teacher-student communication and maintained classroom discipline.

## **Education**

**Catholic University of Rwanda**

*Bachelor of Science in Computer Science — Ongoing*

**ALX Africa**

- Virtual Assistant Program
- Professional Foundation Program

**AICE Essential Skills Program**

- Workplace Communication
- Time Management
- Problem Solving

**Secondary School (A-Level)**

*GS Tyazo — 2019–2022*

- Biology (A), Mathematics (B), Chemistry (D)

## **Languages**

- English — Intermediate
- Kinyarwanda — Native
- French — Basic

## **Portfolio Project**

**Project Name:** *Virtual Assistant Support Services*

**Description:**

Delivered administrative, scheduling, data entry, and research support to individuals and small businesses. Completed through ALX Africa training and real-world simulations using tools like Google Workspace, Trello, Zoom, and Notion.