

**Name:** Caroline GUMIZAMU  
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**Nationality:** Rwandese

## **1. Education and Qualifications**

2013-2017 University of Rwanda/ College of Science and Technology

### **Bachelor's degree in Biotechnology**

2010-2012 FAWE girls' school, Gisozi

### **Secondary education Advanced level in Physics-Chemistry-Biology (PCB)**

2007-2009 FAWE girls' school, Gisozi

### **Secondary education Ordinary level**

## **2. Work experience and leadership.**

**August 2019-September 2020:** I worked as a Program Assistant at African Union Commission Department of Human Resources, Science and Technology, Division of Science and Technology under a program called African Union Youth Volunteer Corps.

### **Responsibilities:**

- Assisting with literature search and review on Science, Technology and Innovation (STI) issue
- Preparation of program meetings and reporting.
- Logistics and development of the Division's projects.
- Drafting invitation letters and memos, and proofreading and editing speeches
- Assisting in monitoring and evaluation of the Division's projects
- Acting as a liaison person for the African Union-European Union Bureau on Science, Technology and Innovation monthly meetings.
- Preparing travel logistics for the Division's staff and participants in the Division's meetings.
- Coordinating and assisting with communication for the Specialized Technical Committee on Science, Technology and Innovation, and African Union Kwame Nkrumah Awards for Scientific Excellence.
- Preparing the quarterly plan for the Division.

**May 2017- August 2019:** I worked as a TEGA (Technology Enabled Girl Ambassador), a project of Rwanda Women's Network (RWN) in partnership with Girl Effect Rwanda (GER).

### **Responsibilities:**

- Conduct qualitative and quantitative social research about wellbeing, teen pregnancies, entertainment and education especially with teenage girls and boys, teachers and community

leaders using electronic devices like smart phones to collect data.

- Recruit and interview participants
- Upload and send the data collected to Rwanda Women's Network to be analysed.
- Proofread interview questions and give feedback before the field.
- Reporting about how the field work went.
- Conducting a risk assessment before the field work.
- Participate in a training about social and market research, gender and gender based violence.

**March 2018-April 2018:** I worked as an Assistant Operations Manager for Abari Collective an Initiative for Richard's Rwanda which is an entrepreneurship jewelry project that enables dignified employment for young Rwandan women in the Bugesera District by training women in metal jewelry production and ensures a unique product with viable markets and creates a strong community of Rwandan female metalsmiths.

**Responsibilities:**

- Assist the operations manager in supervising daily activities of the Abari Collective Initiative.
- Develop and maintained operational guidelines for the initiative.
- Develop and determine work assignments and schedules
- Determine material requirements and give a weekly report on needed materials and the used ones.
- Assist with communications of the initiative.
- Assist the operations manager with monitoring and evaluation

**June 2017 – March 2018:** I volunteered with Richard's Rwanda where I worked as a mentor for the girls that are sponsored by Richard's Rwanda.

**Responsibilities:**

- Help girls improve their English speaking skills.
- Motivate and invite some visitors to motivate girls on the jewelry business they were doing.
- Listen to the girls' concerns and challenges, and act as a communication channel between the girls and their sponsors.
- Follow up on the education of the girls that were still in high school by paying visits to their schools and talking to their teachers.

**2018:** Participated in the African Union Youth Volunteer Corps Pre-deployment orientation on Mainstreaming African Union policies and priorities enhancing personal and professional leadership skills creating lasting impacts through youth mainstreaming and volunteer work.

**2018:** Participated in a two days training on Fundamentals of Leadership by Center for African Leadership Studies.

**April 2017- June 2017:** I conducted an academic research in bioinformatics about the docking studies on L- adrenaline onto the predicted 3D model of carbonic anhydrase II (p00918).

**August 2016-September 2016:** Internship at Rwanda Military Hospital (RMH). I carried out an

internship in Medical laboratory department at RMH where I was trained about performing different lab tests.

**2007-2010:** Vice president and Co-Founder Create a smile club/ FAWE girls' school. The club that mobilized members to save some money from their little pocket money we were given by our parents to pay school fees for the needy girls in a certain primary school in Rwanda; Bugesera District.

### **3. Skills**

#### **Computer skills**

- **Internet:** Advanced Level
- **Ms Office (Word, Excel, Power point):** Advanced Level
- **Outlook:** Advanced Level

#### **Personal skills**

- Flexible and proactive.
- Excellent organizational, coordinating and problem solving skills.
- Self-confident and motivated.
- Interviewing and listening and excellent communication skills.
- Excellent work ethic and deliver even under pressure.
- Team work Spirit and excellent interpersonal skills.
- Time management

#### **Language skills**

- **ENGLISH:** Fluent
- **KINYARWANDA:** Native Speaker

- **FRENCH:** Basic

#### **4. Referees**

1. Mrs Monica Idinoba Principal Scientific Officer Human Resources, Science and Technology, African Union Commission  
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#### **5. Declaration**

I, **Caroline Gumizamu** hereby declare that to the best of my knowledge and belief, this information correctly describes my abilities, qualifications, experience and myself.

Caroline Gumizamu