Edison ISHIMWE, BSc. Business Information Technology

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SKILLS

Technical: Coding, Database Management, IT Troubleshooting, MS Excel, Word, PowerPoint, Google Suite

Customer Service & Relationship Management: Problem-Solving & Solution Orientation, Multitasking & Time Management

Effective communication & Coordination: Project Planning, Coordination & Reporting, Operations Management, Data collection and Analytics.

Leadership & Teamwork: Cross-cultural Communication & Team Collaboration, Market Research, Strategy Implementation

WORK EXPERIENCE

Business & Technology Project Intern, *Travesal Ltd.*
08/2025 – 10/2025

- Supported the design, implementation, and monitoring of IT-business integration projects, improving operational workflows.
- Assisted in data-driven analysis and reporting to support strategic decision-making.
- Collaborated across teams to implement solutions, gaining experience in cross-functional project management.

Administrative & Operations Lead, *Bellezza Business Group Ltd.*
2/2023 – 6/2025

- Led business operations, client relations, and business development for SME enterprises.
- Developed communication materials and strategies to strengthen client relations and organizational visibility.
- Supervised and trained staff to ensure operational efficiency, quality control, and process adherence.

Trainer & Judge, *Coderina EdTech*

1/2024 – 3/2025

- Mentored students and early-stage entrepreneurs on business development, digital solutions, and project execution.
- Evaluated projects for feasibility, scalability, and market potential, providing actionable feedback.
- Contributed to communication strategies during innovation competitions through presentations and public engagement.

EDUCATION

Bachelor of Science in Business Information Technology, University of Kigali *(expected 2025)*

- Relevant Coursework: Operating Systems, Database Management, Cryptography & Network Security, IT Troubleshooting, Principles of Management, Computerized Accounting, Financial Information System.

CERTIFICATES

Introduction to Data Analytics Certificate, IBM *(May 2024)*
Excel Essentials for Data Analytics, Coursera (Sept 2024)

LANGUAGES

- Fluent in English & Kinyarwanda, Intermediate in French