

YVETTE ISHIMWE

DILIGENT BUSINESS ADMINISTRATION
STUDENT WITH A MINOR IN FINANCE AT
OKLAHOMA CHRISTIAN UNIVERSITY.
EAGER TO LEARN AND GROW
PROFESSIONALLY.

CONTACT

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EDUCATION

OKLAHOMA CHRISTIAN UNIVERSITY, Edmond, OK
08/2019-Present
Major: Business Administration
Minor: Finance
GPA: -
Expected graduation date: 11/2023

Experience

Elected Vice President for African Association
Aug,2020-2022

Led a community of all students who came from Africa at Oklahoma Christian University. Worked hand in hand with the school international leaders to ensure the students were well served and had all their needs.

SKILLS

- Efficient scheduling and time management, optimizing productivity.
- Proficient development of complex spreadsheets, aiding data-driven decisions.
- Accurate database entry and management for streamlined operations.
- Exceptional communication skills, fostering effective collaboration.
- Strategic problem-solving and decision-making, ensuring optimal outcomes.
- Diligent attention to detail, enhancing accuracy and quality.
- Proficient accounts payable and receivable management, ensuring financial stability.
- Strong background in Business Administration, driving organizational success.
- Advanced Microsoft Excel and Word skills, enhancing data analysis and documentation.
- Strategic sales and marketing prowess, driving revenue growth.
- Innovative thinking, introducing fresh perspectives to drive progress.
- Proven ability in team collaboration, promoting cohesive and high-performing groups.
- Thorough research capabilities, providing valuable insights for informed strategies.

With a commitment to excellence and a track record of success.

-developing and publishing a website

Professional Summary

I am a versatile and accomplished professional with a background in business administration and strong skills in communication, and problem-solving. My dedication to continuous learning and growth is evident in my proactive approach to staying updated with industries.

WORK EXPERIENCE

Student Worker in Administration Hall

08/2021-8/2023

Oklahoma Christian University, Edmond, OK

- Helped office visitors, managed inventory, and supported graduates' department objectives.
- Coordinated research for the school's graduates' program, offered clerical support to the professors, and developed organizational skills.
- Provided directions to customers, entered data as given, and ensured efficient office operations.

Student Cafeteria Worker

01/2020-04/2023

UDining, Edmond, OK

- Worked closely with the assistant director to ensure the customers' satisfaction.
- Prepared recipe elements and assisted with food preparation.
- Organized meal calendars
- Hired 3 years in a row and promoted to assistant manager after 1 year.

Accounting associate

Kirimanjaro Building Materials, Kigali, Rwanda

01/2019 - 08/2019

- Handled POS transactions, helped customers, and restocked merchandise.
- Maintained organized payment records and counted cash drawer at shifts' end.
- Provided friendly service, answered questions, and worked with the manager