

Jean de Dieu Hakizimana

██████████ **Abbotsford, BC, V2T 1K4**

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PROFILE:

Proven experience in successfully managing, organizing and empowering community capacity in developing countries.

Skilled to assist based community group and support grass -root projects.

Dedicated to improve quality of life for individuals and their communities focus poverty alleviation.

HIGHLIGHTS OF QUALIFICATIONS

- Presented at IX International Conference on AIDS and HIV in Kampala, Uganda, 1995
- Presented at XI Conference on AIDS and HIV in Vancouver, Canada, 1996
- Received Vancouver Volunteer Award, Vancouver, BC, Canada, 1998
- Received Peace-maker Award of Martin Luther King, Detroit, MI, USA, 2001
- Recognized Ambassador for Peace, International Federation for World Peace, NY, NY, USA, 2001
- Received First and Honor Recipient of The Paige Aimi World Peace Foundation, Seattle, WA, 2001

PERSONAL STRENGTHS

- Customer services oriented
- Highly organized, dedicated with a positive attitude
- Special talented for assessing people's needs, organizational and priorities
- Efficient, organized, dedicated team player with proven leadership qualities.
- Proficient working independently, handling simultaneous projects
- Strong management, problem solving, and supervisory skills

MANAGEMENT

- Founded, developed and promoted an international non-profit corporation
- Instructed hiring committees in recruiting volunteers, trained new staff and planned/conducted orientation sessions for volunteers
- Developed hiring and other staff relating policies
- Chaired committees and general membership meetings
- Acted as resource person for many committees
- Conducted and coordinated AIDS/ HIV research that was determined to be the best study in the World of its type.
- Presented and published at the 1996 HIV Conference in Vancouver.

ADMINISTRATION

- Implemented, initiated, evaluated and monitored development projects
- Managed annual financial audit
- Performed basic financial duties; issued cheques, monitored bank account and term deposits, handled petty cash, liased with bookkeeper and made recommendations for the annual budget

- Designed and wrote leaflets, resources packages, posters and other educational and campaign material
- Organized and negotiated international campaigns; organizing conferences, seminars, workshops and speaking tours.

LANGUAGES AND COMPUTER SKILLS

- Multi-lingual – English, French, Italian, Kinyarwanda, and Swahili.
- Familiar with Window 95, Microsoft Office – Access, Excel, Power Point and internet navigation

WORK EXPERIENCE

2005 – Present : Family and Care Support Worker:

Community Vision, partner with Ministry of Social Services Family and Children.
Abbotsford, British Columbia

- To Cooperate in liaisons with a clients the resources available in community
- To coach the clients life skills.
- To Evaluate the effectiveness of rehabilitation and training programs

2005 – Present : International Data Analyst

Sage Software
Richmond, BC,

- Advised clients the operation of the software
- Assisted clients to solve technical related to software.

2005 Employment Consultant

Boreal – College, Funded Ontario – Provincial Government
Toronto – Ontario

- Participated recruitment and program marketing
- Using career, language, employability and other assessment tools
- Coached skilled immigrant in effective use of work search strategies.
- Facilitated Career Development Workshop or workplace practicum opportunities
- Reported and tracked participant outcomes and activities with accuracy
- Established priorities. Meeting deadlines and multi-tasking
- Adapted to constantly changing requirement
- Developed and maintained positive relationship with program participants, community service providers and employers.

June – March 2005 International Customer Representative, APPLE ONE

CITI Financial Retail Services, Toronto, Ontario

- Received inbound calls, directed calls to appropriate department
- Provided Citi financial products and services to Canadian Customers
- Advised and discussed credit account with the customer
- Explained the product and financial fees and benefit to the customer

- Played team with colleague.

2002 – May 2004 **Information Officer, Africa Future Markets Ltd, Vancouver, BC**

Gov't sponsored for Import and Export Development Program

- Organized and negotiated international campaigns; organizing conferences, seminars, workshops and speaking tours
- Designed and wrote leaflets, resources packages, posters and other educational and campaign , promotional material.
- Performed basic financial duties; issued cheques, monitored bank account and term deposits, handled petty cash, liased with bookkeeper and made recommendations for the annual budget
- Improved and maintained existing file for public and confidential documents

2002 – 2003 **Computer Networking and Instructor,**
Institute of Indigenous Government, Vancouver, BC

- Instructed and Counseled students on an individual basis to promote effective learning skills how to use the computers.

2002-2003 **Long Distance Marketing and Promotions Agent,**
AT & T, Vancouver, BC

- Promoted long – distance, and Responsible for a sales team of 14 –person sales force responsibilities included both direct sales and sales through marketing AT & T.

2000 – 2002 **French Teacher, Vancouver College, Vancouver, BC**

- Tutored French from grade six to grade twelve.

1999 – 2001 **Data Entry Operator, UPS – Vancouver, BC**

- Scanned / registered all parcels entry from USA to be delivery to Canada.

1997 – 1999 **Sales Associates, Zellers INC, Delta Store, BC**

- Directed sales, Clients interaction, Closed sales

VOLUNTEER WORK EXPERIENCE

2004 – Present : Founder and Executive Director
Neighborhood Care Services International Corporation
Toronto, Ontario, Canada

- Founded, developed and promoted an local non – profit corporation

2005 – Present : Founder and Executive Director,
Neighborhood Care International Association
Vancouver, British Columbia, Canada

- Founded, developed and promoted an international non – profit corporation
- Developed hiring and other staff related policies
- Chaired communities and general membership meetings

- Performed basic financial duties, issued cheques, monitored bank account and term deposit, handled petty cash, liaised with bookkeeper and make recommendations for the annual budget
- Improved and maintained existing file for public and confidential documents
- Designed and wrote leaflets, resources packages, posters and other educational and campaign material.

1994 – Present : Founder and President

Rwanda Hope Project

Vancouver, British Columbia, Canada

- Founded, developed and promoted an international non – profit corporation
- Developed hiring and other related policies
- Chaired committees and general membership meetings
- Acted as resource person for many committees

2007-Present: President and CEO

NCI Learning Solutions Ltd

Abbotsford, British Columbia, Canada

- Promoted the company to public.

2000 – 2002 : World Sabbath – Canadian Representative

World Sabbath of Religious Reconciliation, WSRR

Detroit, Michigan, USA.

- Invited religious leaders to meet and share the differences, and encourage building unity, tolerant each other especial Christian, Muslim, Zion and Indigenous faith or Tradition believers.
- Organized and celebrated interfaith service.

TRAINING

1998 – 1995 Catholic Religious Order – Missionary

Precious Blood Father and Brothers

Dododa, Tanzania, East Africa.

- Dedicated and devoted religious life and missionary work to poor people by caring and supporting.
- Educated the members of the local community the issues concerned health and strategies to alleviate poverty.

1996 Amani Counselling Centre and Training Institute

Nairobi, Kenya – East Africa.

- Basic Counselling (6 Sessions)
- Social Analysis of the Kenyan Reality (1 Session)

- PTSD (Post Trauma Stress Disorder (1 Session – 3 hours)
- Family and Healing (5 Sessions)
- Death and Dying (4 Sessions)

November 1997 :Vancouver Community College

- Vacarious Traumatization

Jan-Feb 2000 Surrey Delta Immigrant Services Society of British Columbia

- Workplace English and Career Exploration

April 2000 Institute of Indigenous Government

- Become a negotiator
- Negotiation skills and strategies

Nov-Dec 2000: The Immigrant Services Society of British Columbia

- Peer support group facilitator
- Multicultural Peer Support Group Program

Feb-March 2003: CCD Corporate & Career development Inc.

- Human Resources development in Canada (HRDC)
- Professional Skills Assessment, Goal setting, Communications and Action Planning.

WORKSHOPS

May 25, 1998 Camosun College, Criminology and Justice, Victoria, BC, Canada

Feb 24, 1999 University of Victoria, Faculty of Law. Victoria, BC, Canada

May 7, 1999 Trinity Western University, Langley, BC, Canada

Mar 14,2000 Simon Fraser University, Burnaby, BC, Canada

May 29, 1997 St Matthew's Parish. Surrey. BC, Canada

Nov 11, 1997 Immaculate Conception Parish, Delta, BC, Canada

April 10, 1998 Walnut Grove Baptist Church, Langley, BC, Canada

May 5, 1998 Walnut Grove Community Church, Langley, BC, Canada

July 2, 1999 Guru Silk Temple, Surrey, BC, Canada

May 19, 1999 Berkshire Elementary School, Surrey, BC, Canada

Oct 10, 1997 United Church of Canada, Vancouver, BC, Canada

Jan 27, 2001 Detroit Episcopal Cathedral, Michigan, United States of America

April 10, 2001 Dominion Conference Center, Vancouver, BC, Canada

Feb 3, 2001 Christ Church Cathedral, Vancouver, BC, Canada

May 26, 2001 New York Hilton, Int'l Federation Peace, NY, United States of America

May 24, 2001 United Nation Special Projects, NY, NY, United States of America

May 31- June 4, 2001 University of Utah, Utah, United States of America.

June 20-21/ 2001 International AID and TRADE, NY, NY, United States of America

Nov 5, 2001 University of British Columbia, Humanities Studies, Vancouver, BC, Canada.

EDUCATION

2006-2009 University College of the Fraser Valley
Abbotsford, BC, Canada
B.A in Adult Education.

2003-2004 CDI College, School of Business and Technology
Vancouver, BC, Canada
Diploma in Business Administration

1999-2002 Institute of Indigenous Government
Vancouver, BC.
Associates Degree in Indigenous Government (Pending)

1989-1994 Philosophicum College
Moshi – Tanzania, East Africa
Diploma in Philosophy

1979-1987 St Leon Petit Seminaire
Kabgayi, Gitarama, Rwanda
Diploma in Linguistics

1987- 2006 Traveled in USA, Canada, Japan, 10 European and 14 African countries. enjoy reading, philosophy, politics and people.