

# Clara Quinthia Irakoze

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Human Resources Generalist with 6+ years of experience assisting with and fulfilling organization staffing needs and requirements. A proven track record of using my excellent personal, communication and organization skills to lead and improve HR departments, recruit excellent personnel, and improve department efficiencies. Team player with excellent communication skills, high quality of work, driven and highly self-motivated. Strong negotiating skills and business acumen and able to work independently.

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## Experience

JUNE 2022 – AUGUST 2023

**Cleaner**/Club du Lac Tanganyika, Bujumbura, Burundi

- Removed trash bags, broke down boxes and placed recyclable materials in designated disposal areas
- Restocked supplies, replacing toiletries, liners and soaps
- Transported trash and hazardous waste to appropriate disposal area
- Cleaned windows, glass partitions and mirrors with cleaners and sponges

OCTOBER 2021 – JUNE 2022

**Bartender**/ Sunset Restaurant, Bujumbura, Burundi

- Order taking, services to guests in a refined and popular setting at a fast pace]
- Training of 6 new waitresses, taking care of detail and a global understanding of the restaurant's methodology and practices.
- Effective communication with customers, colleagues and supervisors.
- Management of an efficient shift that complies with agreed standards and regulations

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## Skills

Bilingual (English and French)

Computer skills

- Damage Prevention

Productivity and time management

- Adaptable and Flexible

Decision Marketing

## Education

**Amis des enfants**/ Bujumbura Burundi

