

PROFESSIONAL SUMMARY

Psychology graduate with one year of industrial attachment experience supporting the day-to-day people, administrative, and coordination functions of a program environment. Experienced in HR administration, onboarding support, documentation, meeting coordination, training support, and stakeholder engagement. Comfortable working closely with program, monitoring and evaluation, and operations teams to ensure smooth workflows, clear communication, and respectful engagement with people. Possesses strong organizational skills, effective communication abilities, and a commitment to confidentiality.

WORK EXPERIENCE

People & Culture Support

Regional Psychosocial Support Initiative (REPSSI) – Young Entrepreneurs Zimbabwe Arise (YEZA)

January 2024 – December 2024

- Assisted in the recruitment and selection processes, including managing candidate applications.
- Handled employee grievances and facilitated communication between management and staff.
- Maintained comprehensive HR documentation, including employee records and benefits management.
- Participated in wellness programs aimed at enhancing employee engagement and satisfaction.
- Maintained accurate employee records, documentation, and filing systems to support compliance, reporting, and information sharing across teams.
- Assisted with HR administrative procedures including onboarding support, record management, and documentation maintenance.
- Supported recruitment activities by coordinating candidate communications, scheduling, and assisting with interview logistics.
- Assisted with procurement-related administrative tasks including sourcing quotations, preparing bid comparisons, and supporting documentation processes.

CORE SKILLS – People & Culture Support | HR Administration & Employee Documentation | Onboarding & Records Management | Training & Workshop Support | Meeting Coordination & Minute Taking | People-centered and respectful in approach | Well organized and detail-oriented | Comfortable working across teams and functions | Observant and reflective when working with individuals and groups

EDUCATION

Bachelor of Science (Honors) in Psychology – Second Class (2.1)

Africa University, Zimbabwe | O' Level – Sacred Heart Girls High School

5 O' Level passes including English Language & Mathematics

REFERENCES