

Jean de Dieu Havugimana

Mentoring Tutor at The Job Foundation

Cedar Rapids, IA 52405

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Strong desire to contribute to the community by applying the knowledge and set of skills that I have accumulated through education, personal and professional experience.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Developmental support specialist

HACAP - Cedar Rapids, IA

March 2019 to Present

- Complete mandatory database entry into Clienttrack and other funder databases as required
- Ensure the proper security of client records and confidentiality in compliance with agency policy
- Prioritize duties independently, think strategically, and multi-task in a fast-paced environment.
- Provide direct Disaster Case management services, including, but not limited to rapport building, client intake and eligibility determination, assessment, and individualized long-term recovery planning
- Participates in continuous quality review of client records for compliance with agency standards
- Collaborates with other social service
- Provide care coordination and referrals to clients referred to by physician offices.
- Document all interactions between clients, resources and physician offices.
- Update physician offices with details about the care coordination and referrals requested by clients and information about all follow-up contact with these families.
- Attend community meetings which provide networking opportunities with possible resources to meet family's needs and to learn about any new resources or programming.
- Attend 1st Five provider meetings to promote 1st Five and to strengthen relationships with participating providers and develop relationships with potential new providers.
- Perform ASQ-3 screenings at Community Healthy Child Screening Days.

Director of Translation

Humble Languages Institute - Cedar Rapids, IA

October 2009 to Present

Responsibilities

- Coordinated and led a group of 15 translators in Cedar Rapids, IA for 5+ years
- Acted as a direct and rapid responsible of keeping track of refugees appointments (at hospital, school, courts and other community and social activities as needed)
- Helped extensively on daily basis translating for clients from their native language (Shwahili, Kirundi, Kinyarwanda, and French) to English .
- Maintained strong working relationships between clients and services providers of nearly 10 different sites (doctors, schools personnel, social workers, law enforcement etc).
- Scheduled and assigned tasks to subordinates.

- Participated in educational and consultations services to patients.

Accomplishments

I have helped these people to have their needs (voice) heard and be able to meet their essential basics health care such as health care,dental care,social care, and many other daily needs.

Which would have severe impact on their well being if these services were not accessible to them due to their lack of English language skills.

Skills Used

- .Administrative skills
- .Language
- .Multicultural awareness

General Manager

Aaron's Market International Grocery Store - Cedar Rapids, IA
February 2011 to August 2013

Responsibilities

- Making/Receiving items(goods) orders
- Making/Receiving phone calls
- Coordinating schedule according to employee availability.
- Inventory

Skills Used

- Customer services
- Organizational skills
- Negotiating skills
- Languages skills(Interpersonal communication skills)
- Governement offices interaction (Public Health Department,Department Revenues office,FDA Fire Department and so on)

Mentoring Tutor

The Job Foundation - Center, IA, US
July 2010 to August 2013

part-time job.

Licensed Practical Nurse (LPN)

Western Home Communities - Cedar Falls, IA
September 2006 to December 2007

LPN at The Meth

Western Home Communities - Cedar Rapids, IA
September 2006 to December 2007

French teacher's assistant

Kirkwood Community College - Cedar Rapids, IA
October 2001 to July 2005

52402

Education

Master's in Public Health

Bugema Univerisity - Kampala ,UG

August 2016 to October 2018

Bachelor in Health Disparities

University of Northern Iowa - Cedar Falls, IA

2007 to 2010

LPN in Nursing

Kirkwood Community College - Cedar Rapids, IA

2003 to 2005

Skills

- Interpersonal,Aministrative especially in healthcare setting, multicultural,proficient in Microsoft word,Inventory , Management, French teaching,LPN Diploma, driving/ delivery services
- inventory (10+ years)
- Training
- Scheduling
- retail sales (10+ years)
- Team Building (10+ years)
- Microsoft Word
- Case Management (5 years)
- Customer Service (10+ years)
- Documentation
- Filing
- Microsoft Excel (10+ years)
- Organizational Skills
- Outlook (10+ years)
- Time Management (10+ years)
- Data Collection (3 years)
- Excel (10+ years)
- Motivational Interviewing (2 years)
- Microsoft Access
- Customer Service Skills (10+ years)
- Data Entry (10+ years)
- Medical Terminology (10+ years)
- Social Work (5 years)
- Stata (Less than 1 year)
- Research (2 years)
- Hospital Experience (10+ years)

- Medication Administration (10+ years)
- Group Therapy
- Translation (10+ years)
- Crisis Intervention
- Behavioral Health
- French (10+ years)
- English (10+ years)
- SharePoint
- Budgeting (10+ years)
- Microsoft Office
- Leadership (10+ years)
- Delivery driver experience (10+ years)
- Nursing (10+ years)
- Multilingual
- Presentation Skills
- Public speaking
- Management
- Process improvement
- Microsoft Powerpoint
- Food safety
- Driving
- Van driver
- Administrative Experience
- Intake Experience
- Transportation (10+ years)
- Delivery driver experience (10+ years)
- Mentoring (10+ years)
- Grocery sales and management. (10+ years)
- Courier
- Data management
- Business development

Certifications and Licenses

Protecting Human Research Participants

October 2016 to Present

This Protecting Human Research Participants certificate is issued by The National Institutes of Health (NIH).

Publications

INFLUENCE OF MOTORCYCLE (BODA BODA) RIDER'S PRACTICES ON ROAD SAFETY IN KAMPALA, UGANDA

<http://www.journalajst.com>

April 2020

Asian Journal of Science and Technology Vol. 11, Issue, 04, pp.10871-10879, April, 2020

Additional Information

- COMPUTER SKILLS

Microsoft office (Word, Excel, Power Point), data analysis STATA
Languages :English, French, Kinyarwanda/Kirundi and Swahili

First aide certificate

CPR certificate