CURRICULUM VITAE

Name: Nassaazi Sarah

Sex: Female

Nationality: Ugandan

Telephone: +256 702 709686

Email: snassaazi98@gmail.com

PERSONAL PROFILE

I am a mature, self-driven professional of high integrity with excellent interpersonal and communication skills. I am results-oriented, a team player, and capable of working with minimal supervision. I adapt quickly, deliver within stringent deadlines, and thrive under pressure. I have a solid understanding of customer care management within the education sector and am open to career development and acquiring new skills.

EDUCATION BACKGROUND

2022–2025 | Uganda Martyrs University | Master's in ICT Management, Policy, and Architecture Design

Sep 2024 – Feb 2025 | Sapienza University of Rome, Italy (Exchange Program) | Six-month academic and cultural exchange focused on ICT and international collaboration. Undertook study and spiritual visits across Europe.

2017–2020 | Uganda Martyrs University | bachelor's degree in science and information technology

2015–2016 | Aidan College | UACE

2011–2014 | Goshen High School | UCE

2004–2010 | St. Bernadette Primary School | PLE

ADDITIONAL INTERNATIONAL EXPERIENCE

European Exchange and Pilgrimage (September 2024 – February 2025):

- Participated in a six-month exchange program at Sapienza University of Rome (Italy). Combined academic studies with cultural and spiritual visits across Europe, including Rome, Paris, Lourdes, Our Lady of Fatima (Portugal), Germany, and Switzerland. Gained intercultural experience and broadened global perspective.

EMPLOYMENT HISTORY

1. Uganda Martyrs University — Front Desk Officer (1 Nov 2021 – Present)

- Welcome and greet guests; connect them with appropriate officials
- Maintain visitors' register and direct visitors
- Maintain telephone contacts register for employees
- Confirm appointments with officers
- Manage outgoing and incoming messages
- Receive and dispatch office documents (letters, magazines, journals)
- Perform other duties as assigned

2. Uganda Martyrs University — Volunteer, Registry (Sep 2021 – Oct 2021)

- Contact applicants with missing documents
- Respond to student inquiries and refer to concerned staff
- Deliver application forms to faculties for approval
- Pack admission forms

3. Uganda Martyrs University — Administrator, UMU Asset Management System (May 2021 – Aug 2021)

- Collect information about university assets
- Record asset information in the system

4. Uganda Martyrs University — Volunteer, ICT Department (Apr 2021 – May 2021)

- Maintain security in computer laboratories
- Provide basic computer training to students and staff
- Provide ICT technical support to staff and students
- Work with ICT team to troubleshoot network failures

5. Uganda Martyrs University — Data Clerk (Dec 2020 – Mar 2021)

- Collect data about SILC groups from different villages
- Analyze collected data
- Record data in the information system
- Generate reports

6. Uganda Martyrs University — Intern (Jun 2019 – Aug 2019)

- Networking
- Database management
- Computer maintenance
- Programming

AWARDS RECEIVED

Mar 2020 — Uganda Martyrs University Students' Union Counselor — Certificate of Merit

2019–2020 — Class Coordinator, Uganda Martyrs University — Certificate of Merit

2019–2020 — President - Legion of Mary, Uganda Martyrs University — Certificate of Service

2018–2019 — Ushering at Uganda Martyrs Day, Namugongo Shrine — Certificate of Service

2014 — Goshen High School - Head Girl — Certificate of Service

KEY PERFORMANCE AREAS / SKILLS

Google Cloud, Networking, Programming, Database Management, Mobile Computing

LANGUAGES

English — Written: Fluent | Oral: Fluent

Luganda — Written: Good | Oral: Fluent

Italian — Written: Good | Oral: Good

HOBBIES

Reading, seeking new ideas and knowledge, social interaction, Traveling and adventuring, Programming

PROJECTS I HAVE WORKED ON

Web-Based Poultry Management System — Year 1

Calculator App — Year 2 Semester 1

Student Fees Management System — Year 2 Semester 2

Student Results Management System — Final Year

REFEREES

Ms. Lucy Ntimba — Personal Assistant to the Vice Chancellor, Uganda Martyrs University, Nkozi

Telephone: 0701449202 / 0786998668 | Email: lntimba@umu.ac.ug

Relationship: Supervisor

Rev.Dr.Henry Nsubuga Kiwanuka Dean faculty of Science, Uganda Martyrs University, Nkozi.

Mr. Ssekijjo Francis — Projects Coordinator, Uganda Martyrs University, Nkozi

Telephone: 0751396274 | Email: fssekijjo@umu.ac.ug

Relationship: Former Supervisor as a Data Clerk