

Moise Maniragaba

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EDUCATION

Arizona State University, W. P. Carey School of Business

Bachelor of Science, Business Entrepreneurship

New American University Scholarship, Susan P. Faber Scholarship

Tempe, AZ

Expected September 2026

EXPERIENCE

Extern

Remote

Process Design & Strategy Consulting Extern

August 2026 – Present

- Map acute mental health case-management workflows across care transitions, revealing coordination gaps, hidden risks, and unclear ownership affecting continuity of care
- Diagnose systemic workflow failures and invisible coordination work using root cause analysis, translating operational issues into structured, actionable risk insights
- Prototype a work-quantification dashboard concept to translate case management activities into metrics supporting staffing, risk management, and value communication

Extern

Remote

FP&A & Private Company Valuation Extern

May 2026 – August 2026

- Processed and maintained a high volume of segment-level financial records and databases in Excel, ensuring accuracy, completeness, and consistency across multiple reporting periods
- Reviewed and processed audited financial records and documentation spanning four years, identifying and resolving discrepancies while maintaining organized, up-to-date filing systems
- Prepared detailed reports and research deliverables for supervisors and management, serving as a liaison between Sales, Operations, and Finance to coordinate progress and meet deadlines

America Reads Program

Tempe, AZ

Community Ambassador

November 2024 – May 2026

- Tutored multiple elementary students remotely, conducting examinations and maintaining accurate progress records and documentation across caseloads
- Maintained organized digital files and student records, communicating regularly with supervisors and the program manager to report progress and address scheduling needs

OTSCON Inc

Columbia, MO

Production Specialist

June 2024 – August 2024

- Performed hands-on production work across multiple stations in a fast-paced manufacturing environment, learning and operating different equipment at each station
- Conducted quality review inspections on finished components, verifying output against established standards, and escalating concerns to supervisors to ensure consistency

Dragon Flame Chinese Grill

Tempe, AZ

Busser/Dishwasher

November 2023 – May 2024

- Maintained a clean and organized dining room and kitchen by bussing tables, washing dishes, and sanitizing work areas to meet health and safety standards
- Assisted servers and kitchen staff by restocking supplies and ensuring efficient table turnover during high-volume service

SKILLS & LANGUAGES

Technical: Microsoft 365 (Word, Excel, Outlook), Google Workspace, data entry, electronic filing and records management, report preparation, Zoom, Microsoft Teams, Slack

Core Competencies: Financial records management, high-volume documentation processing, tracking spreadsheets, cross-departmental communication, attention to detail, analytical and problem-solving skills, multitasking, time management

Languages: English (fluent), Swahili (fluent)