

# DIANE TUMUTONESHE

## PROFESSIONAL SUMMARY

Proactive Head of Women Football and Youth, Managing Director with extensive experience in strategic management and operational oversight. Skilled in enhancing client relationships, developing business plans, and implementing risk mitigation strategies. Bringing strong organizational, communication, and leadership abilities to drive team success and company performance. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

## SKILLS

- Friendly, Positive Attitude
- Teamwork and Collaboration
- Customer Service
- Problem-Solving
- Time Management
- Flexible and Adaptable
- Dependable and Responsible
- Excellent Communication
- Computer Skills
- Organizational Skills
- Organization and Time Management
- Active Listening

## WORK EXPERIENCE

**VOLUNTEER** 09/2020 to Current  
**Be Voice**, Rwanda

- advocates for the most vulnerable members of the community, particularly women and children
- Demonstrated respect, friendliness and willingness to help wherever needed.
- Self-motivated, with a strong sense of personal responsibility.
- helps in project development and grant application

**COMMITTEE MEMBER IN CHARGE OF WOMEN FOOTBALL** 04/2022 to 04/2024  
**African Football Confederation**, Egypt

- Attended committee meetings to propose, discuss and advance management and investment ideas.
- Collaborated with fellow members to achieve consensus on key policy decisions, ensuring alignment with organizational goals.
- Evaluated progress towards established objectives, identifying areas for improvement and recommending corrective actions.
- Provided insightful feedback on proposed initiatives, ensuring their successful implementation and sustainability.
- Facilitated development of strategic plan for year, focusing on achievable goals and objectives.

**HEAD OF WOMEN FOOTBALL AND YOUTH** 05/2021 to 05/2022  
**Rwanda Football Association**, Rwanda

- Managed complex projects from inception to completion, ensuring timely delivery of

high-quality results.

- Developed strategic plans for country-level operations, resulting in better resource allocation and improved program outcomes
- Organized workshops and trainings for stakeholders, increasing understanding of program goals and objectives.
- Maintained detailed documentation on all aspects of programs, creating an accessible knowledge base for future reference.
- Facilitated stakeholder engagement sessions, incorporating valuable feedback into program development processes.
- Coordinated grant writing efforts, securing crucial funding for program initiatives.
- Turned strategic mandates into actionable program plans.
- Created and managed project plans, timelines and budgets.

**VOLUNTEER COORDINATOR** 01/2019 to 10/2021

**College Connect International** , USA

- Championed gender equality initiatives within the organization's programming portfolio by incorporating responsive approaches into project design and execution.
- Conducted regular reviews of project progress, adjusting strategies as needed to optimize results and ensure alignment with organizational goals.
- Oversaw successful completion of numerous high-impact projects, contributing significantly to the organization's mission incountry.

**MANAGING DIRECTOR** 09/2010 to 10/2021

**Dream Team Football Academy** , Rwanda

- Oversaw operations and provided corrective feedback to achieve daily and long-term goals.
- Strengthened client relationships with regular communication, timely project delivery, and high-quality services.
- Increased overall company performance by implementing strategic management initiatives and streamlining operations.
- Developed comprehensive business plans, outlining long-term goals and actionable steps toward success.
- Managed risk effectively by instituting comprehensive mitigation strategies across the organization's operations.

**EXECUTIVE ASSISTANT TO THE CHIEF EXECUTIVE OFFICER** 09/2019 to 08/2021

**The Center for Global Sports Africa** , Rwanda

- Contributed to smooth business operations by planning and organizing meetings and conferences.
- Optimized scheduling efficiency by coordinating meetings, appointments, and travel arrangements for the CEO.
- Maintained confidentiality by handling sensitive information with discretion and professionalism.
- Managed complex projects to successful completion, ensuring timely delivery of results to the CEO.
- Contributed to strategic planning by providing administrative support during Board of Directors" meetings.
- Coordinated events and worked on ad hoc projects.

**De Montfort University**, United Kingdom

**International Master in Sports Management** , Sports Management , 07/2022

- Study Abroad: in 3 countries namely De Montfort university in England, SD Bocconi in Italy and Neuchatel university in Suisse

**Institute of Sports Science And Technology** , India

**Master's Degree**, Sports Management , 10/2021

- Graduation with Distinction

**Leipzig University** , Germany

**Diploma** , Sports Management , 07/2019

- Professional Development Studies in sports management
- Study Abroad at Leipzig university in Germany

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## LANGUAGES

### English

Native or Bilingual

### French

Professional Working

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## CERTIFICATIONS

First Aid and CPR certificate

- Licensed sports manager