

# WADZANAI UNITY GWINDI

Barwaaqo University, Hargeisa, Somaliland, Somalia

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Certified, registered Roman Dutch Lawyer, Conveyancer and Educator with three-years' experience as a private mining legal adviser, under supply chain in Southern Africa and current Staff Welfare Coordinator and Teacher for a non-profit in East Africa. Wadzanai has a passion to see everyone educated and being able to advocate for their values, with a strong belief in teamwork. She has hunger to keep developing and share her skills in the organization she finds herself in.

## EXPERIENCE

### JANUARY 2021 – PRESENT

#### **ESL TEACHER, RECRUITER & WELFARE COORDINATOR @ ABAARSO NETWORK** (BARWAAQO UNIVERSITY)

I have been double volunteering as an ESL (English) Teacher and in administration as the Staff Recruitment and Welfare Coordinator at the Abaarso Network in Somaliland.

##### Staff Recruiter and Welfare Coordinator

I conduct the first interview with all potential foreign staff members for Barwaaqo, to assess their dedication, motive and familiarize them with the harsh environment. Then at the end when one is employed, I assist them with all travel paperwork, arrangements and orientation to settle into the Somali culture and religion.

##### Teaching

I teach ESL (English) is a class for young Somali women after High School who are learning English as a third language. Students take classes as prerequisite for an education degree.

### JANUARY 2018 – DECEMBER 2020

#### **LEGAL ADVISOR AND SUPPLY CHAIN ASSISTANT, @ PRIVATE MINING COMPANY** SOUTHERN AFRICA

Worked with the procurement manager assisting with supply chain and logistics, and as legal researcher and advisor for a Zimbabwean gold mining company for 3 years before moving on to follow my passion to make an impact in the world.

##### Legal advisor

I would conduct research on mine claim and dispute issues to assist management in decision making as well as give instructions and help with research to the legal firms of the company. This also included providing guidance in legal decision making, contracts and internal labor disputes. The review of policies and agreement proposals was also a key role, internally and with suppliers.

##### Supply Chain Assistant

Worked in the head office assisting the procurement manager with supervising the procurement and stores team at the mine sites. This included, planning, tracking stock levels, reporting, and chasing deadlines. On the part of logistics, I was the main liaison with logistics and buying house companies to meet deadlines and ensure correct and excellent quality stock. I also conducted site visits for suppliers and would advise and negotiate agreements with new and renewing suppliers of mining materials.

## EDUCATION

2022 -2023

**MASTER'S IN BUSINESS ADMINISTRATION @ UNIVERSITY OF THE PEOPLE**

Currently enrolled and attending classes, estimated date of graduation is August 2023.

2022

**TEACHING ENGLISH AS A FOREIGN LANGUAGE, @ TEFL ACADEMY, SOUTH AFRICA**

Took 168hours certification on teaching English as a second/ foreign language for all levels and purposes.

2013-2017

**BACHELOR OF LAWS HONOURS DEGREE, @ UZ, ZIMBABWE**

Four-year Roman Dutch with inclusion of British Law honors degree to achieve an LLBS. Covering twenty-eight course which including International human rights, Environmental and commercial law. The research paper was focusing on gender human rights matters.

2017

**CERTIFICATIONS IN LEADERSHIP, ENTREPRENEURSHIP AND SELF EFFECTIVENESS**

Took on classes and got certification on the above extra professional skills.

## SKILLS

- Administration
- Knowledge of Court rules and statutes
- Microsoft Office
- Libre Office
- Syspro
- Alma and Google Classroom
- IXL and LLE
- Asana and Trello
- Recruitment, Orientation & Team Lead
- Legal research, drafting & opinion
- Excel, Word, PP, Teams
- Writer, Impress, Calc
- Reports, Data analysis and input.
- Setting up, grading, attendance, and synchronizing

## ACTIVITIES

### Leadership

**Barwaaqo University Jan 2021-Present;** Recruitment and Welfare Coordinator, Computer's faculty team lead, Tuition organiser, and Technology Lead.

**University of Zimbabwe 2016-2017;** Chairlady, New Complex 5 Hall of Residence.

### Volunteering

**Village of Hope Orphanage 2010- Present;** Sponsor and organise food and clothing donations as well as mentor the children.

**Mugutu Farm, Mazowe 2007- Present;** Collecting donations and holding end of year parties and assisting with employment search. I also assist in holding awareness campaigns on girls' education and fighting child marriages.

**REFERENCES: Available upon request**