

PROMISE DEXTER KAPARADZA

Data Annotation & Data Labeling Specialist

Harare, Zimbabwe | promisedexterkaparadza@gmail.com | [linkedin.com/in/promise-kaparadza-93b70a20b](https://www.linkedin.com/in/promise-kaparadza-93b70a20b) | Available for remote work, any time zone

PROFESSIONAL SUMMARY

Entry-level Data Annotation and Data Labeling professional with hands-on experience labeling text, image, and audio data through practical simulations, including intent, sentiment, and PII classification, image bounding-box annotation, and audio segmentation. Skilled at applying labeling guidelines, reviewing data for consistency, and flagging ambiguous cases. Brings strong transferable experience in CRM management, structured research, and detail-oriented remote operations from previous roles in travel support, sales, and administration. Comfortable working independently, following defined processes, and maintaining accuracy across high volumes of information.

PRACTICAL PROJECTS & JOB SIMULATIONS

Data Labeling Job Simulation | Forage Academy

September 2026

Virtual job simulation

- Worked through a job simulation as a Data Labeling Analyst for a hypothetical AI company, reviewing real customer support messages.
- Classified messages for Intent, Sentiment, and PII using a consistent labeling schema and defined annotation guidelines.
- Evaluated ambiguous and difficult edge cases and wrote short rationales explaining final labeling decisions.
- Reviewed labeling work completed by others, identified inconsistencies, and made Keep/Fix/Flag decisions during quality review.
- Suggested an improvement to the team's labeling guidelines and practiced ethical handling of personally identifiable information.

Data Annotation Simulation | DataLens Africa

September 2026

Practical training project

- Annotated road and traffic images in Label Studio, drawing bounding boxes around objects such as cars and sign posts.
- Classified text samples for sentiment (positive, negative, neutral) according to predefined annotation categories.
- Segmented audio clips into speech, noise, and silence, applying consistent labeling standards across the dataset.
- Followed annotation instructions and category definitions, and reviewed completed work for accuracy and consistency across text, image, and audio formats.

TRANSFERABLE PROFESSIONAL EXPERIENCE

Remote VA & Client Operations Coordinator | Skylux Travel (Trevolution Group)

Feb – June 2026, Remote

- Researched flight routes, fares, transit requirements, and connection times, reviewing and comparing large amounts of structured information.
- Maintained CRM records and checked client and booking details, including passenger information, dates, and itinerary requirements, for accuracy.
- Identified discrepancies or potential issues in booking data and followed up consistently to resolve them.
- Worked according to defined procedures while handling multiple tasks and maintaining accuracy, in a fully remote, independent environment.

Remote Sales Representative | Tribal Warranty

Nov 2025 – Jan 2026, Remote

- Handled a high volume of client interactions, recording and updating information accurately in Google Sheets and CRM records.
- Reviewed customer information to identify needs from conversations and organized it for further action.
- Followed structured call and reporting processes, maintaining consistent follow-up and attention to detail.

Administrative and Sales Support | Salma Technology

May 2023 – November 2025, Harare, Zimbabwe

- Maintained sales and inventory records, checking order and dispatch information for accuracy.
- Organized customer and business information and maintained accurate supporting documentation.
- Handled repetitive, detail-oriented administrative tasks and responded to customer enquiries.

Administrative Support & Logistics Coordinator | *Mutual Construction* Apr 2020 – Nov 2022, Harare, Zimbabwe

- Managed document filing and record organization, checking documentation for completeness and accuracy.
- Prepared tender documentation and maintained operational information according to structured administrative processes.
- Coordinated scheduling and communicated with suppliers and clients to keep information current.

SKILLS

Data Annotation & AI:

- Data labeling and annotation, text classification, intent classification, sentiment classification, PII identification
- Image annotation, bounding box annotation, audio segmentation, Label Studio
- Data quality review, annotation guideline adherence, edge-case evaluation, annotation consistency, Keep/Fix/Flag review

Data & Administrative Skills:

- Data entry, data verification, records management, information organization
- CRM data management, spreadsheet management, online research, information verification, documentation, quality checking

Professional & Transferable Skills:

- Attention to detail, accuracy, consistency, critical thinking, following detailed instructions
- Analytical thinking, time management, independent work, remote collaboration, written communication
- Problem identification, confidentiality and privacy awareness

CERTIFICATIONS & TRAINING

- Data Labeling Job Simulation — Forage Academy, September 2026
- Data Annotation Simulation — DataLens Africa, September 2026
- Virtual Assistant Certificate — ALX Africa
- LinkedIn Sales Navigator Certification

EDUCATION

BSc (Hons) Political Science and Diplomacy | *University of Zimbabwe*

2020 – 2024

Second Upper Class (2.1)

- Developed strong research, critical analysis, and information evaluation skills through structured academic writing and research methodology.
- Trained in interpreting complex information and drawing evidence-based conclusions, skills directly transferable to data review and quality work.