
Management Skills ~ Ensuring Compliances ~ Coordination and Communication ~ Quality Management ~ Budget Planning ~ Funds Management and Fund Raising

Results driven, highly successful with **12+ years' rich experience** in managing associated activities including program coordination, supervising personnel, preparing annual budgets and expense reports, consistent and highly focused on meeting ascertained goals and organizational objectives; major experience in handling cash, processing purchase orders, billing and payment and processing transactions made with the contractors and vendors. Proven expertise in managing database, coordinating meetings, preparing and managing program schedules and drafting program memos. Dexterous at maintaining necessary records, coordinating congressional and government visits. Strong exposure in working closely with CEO and President and providing them with the required administrative assistance, Sound knowledge in supervising training activities, processing newsletters, managing the fund raising activities. Acumen in planning, executing, and supervising tasks and of varied nature and sizes. Deft at managing issues pertaining to Human Rights specially pertaining to Protection of Prisoners. Excellent communication and interpersonal skills and a determined personality. Exceptionally well-organized with a track record that demonstrates self-motivation, creativity, determination, commitment and initiative to keep learning and hence achieve both personal and organizational goals.

PROFESSIONAL VALUE OFFERED

Management Skills	Financial Operations	Administration	Coordination and Control
Annual Reports and Budgeting	Real Estate Agent	Processing Purchase Orders	Billing and Payment
Processing Transactions	Database Management	Program Schedules	Fund Raising Activities
Petty Cash Transactions	Negotiations	Lobbying	Leadership Skills

PERFORMANCE MILESTONES

BERT Corona Leadership Institute, Experience in Democracy Leadership Program

- Prudently created new intake process creating improving internal efficiencies by 80%.
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CAREER PROGRESSION

Real Estate Agent, Long and Foster Real Estate Incorporation, Presently

- Managing day to day operations as a Real Estate Agent.
- Knowledge of Investment Property, New Construction, Relocations, Vacation Properties and also works With First Time Home Buyers.

Program Coordinator/ Office Manager, BERT Corona Leadership Institute, Experience in Democracy Leadership Program, 2005 to 2008

- Gained invaluable insight in Democracy Leadership Program, the flagship for BCLI.
- Shouldered the responsibility of managing sales and marketing, program oversight and quality management fundraising and development.
- Cautiously managed and improved the curriculum and ensured that the ascertained objectives are duly met.
- Engaged in coordinating trainers and speakers.
- Managed the program logistics and process (housing, airlines, congressional mtg., government officials' mtg., tours & transportation and maintained the alumni database.
- Supervised the program staff, summer interns and volunteers.
- Processed the contracts and billing with different Education Service Centers and prepared the program annual budgets and expenses reports.
- Coordinated all the congressional and governments meetings and communicated and informed the partners on the program process.
- Managed the office supplies and the program equipments and processed all the transactions with the contractors and vendors including hotels, tour companies, universities and other service providers.
- Timely informed the board members about the program activities and processed the purchase order, billing and payment.
- Managed the petty cash, kept a track on the program spending and made required adjustments.
- Provided administrative assistance to the President CEO.
- Assisted in completing travel arrangement for the Board members and the staff.
- Supported the President CEO win terms of scheduling the meetings and conferences.

Program Assistant, BERT Corona Leadership Institute, Experience in Democracy Leadership Program, 2005 to 2006

- Judiciously coordinated all Washington field activities before and during the training week.
- Prepared and managed the program schedules and coordinated all congressional and government visits.
- Coordinated all the groups' transactions and maintained proper records for all groups' activities.
- Supervised the field coordinators in stacking all the program material **and** managed the program material and supplies.
- Drafted all the program memos and letters to the partners and supervised all the activities with the program contractors (bus companies, airlines, hotels, Restaurants, tour guides).
- Supervised the training field activities and assisted the groups at the Airport (Arrivals & Departures)

Program Assistant, SEIU International Local 82 Educations and Training Program, 2001 to 2004

- Responsible for creating and managing student and member database.
- Proactively assisted the program Director and organized computer and ESL classes.
- Smoothly communicated with the program partners and students and facilitated training & orientation for new hires.
- Duly filed the program's documents and informed the union member about the program.
- Processed the student's newsletter every two months and tested the students and place them in proper level.
- Prepared the classes schedule, the teacher's meeting, staff trainings, timesheets and payroll.
- Provided the support material for the classes and created and distributed memos and marketing documents.
- Helped the Program Director in the proposals and the activities report writing.
- Held the staff and the members meeting with the Program Director.
- Prepared the graduation ceremonies and organized the found raising activities.

President, CADEPROD / ACDHRPP (African Center of Democracy Human Right and Protection of Prisoners), 1996 to 2000

- Responsibly Led the human rights violation investigations and Led the local election process monitoring teams in Togo.
- Organized and prepared the visits in all 13 prisons in the Togo Region.
- Led the staff meetings and human right trainings for 20 people.
- Drafted proposals and negotiated more than five grants.
- Represented CADEPROD in different local and international networks meetings and lobbying activities.
- Made recommendations to the government to improve human rights condition and democracy in Togo.
- Negotiated the renovation of the child prison in Lome.
- Trained the other associated Human Right organization's members in lobbying skills.
- Trained 102 people from different organizations for being elections observers.
- Participated in the lobbying activities with other organizations and diplomatic representations against human rights violations in Togo.
- Participated in logging for International Criminal Court's creation.
- Prepared and published the human rights annual report.
- Prepared the activities' agenda and presented it to the Board of the Administration.
- Evaluated and reported the results of each project to the donors and partners.
- Prepared the annual report and the budgets.

President- All Child Rights Organizations in Togo, COPET (Coalition for Protection in Togo), 1998 to 2000

- Organized the lobbying activities for ratification of UN Convention on Child Rights by the Congress.
- Successfully led Platform negotiation meetings and participated in regional activities on the child rights protection in Africa on different topics (child in war, child prostitution, child traffic).

Human Rights Consultant, Carvitor Togo, 1996 to 1998

- Accountable for evaluating the Rehabilitation of Tortured Victims Program in Togo.
- Prepared the final reports.

EDUCATION

- Pursuing the Doctoral Degree in Business Administration from Argosy University- 2012
- Masters degree in Business Administration from Strayer University- 2010
- Bachelors degree in Economic Sciences from University of Benin- 1997

- High School Diploma from College ITC Assumption-1993

TRAININGS

- Active Maryland and DC Real Estate License.
- A+ and Networking Classes.

IT PROFICIENCY

- MS DOS, Windows 98, NT,2000, XP and Vista Software Installation and Troubleshooting and Maintenance
 - Office 2000, 2007 (Word, Excel, PowerPoint, Access and Publisher) and QuickBooks.
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Languages Known: English, French and Spanish

References and Verifying Documentation Furnished upon Request