

Jessica Claire

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SUMMARY Highly-motivated employee with desire to take on new challenges. Strong work ethic, adaptability and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills.

- SKILLS**
- Training facilitation skills
 - Data collection skills for qualitative and quantitative research
 - Data analysis for qualitative and quantitative research and planning purposes
 - Report writing and good communication skills
 - Community Mobilization, Engagement and Partnership skills
 - Marketing and Bargaining skills
 - Preparing grant proposals
 - Coordinating logistics
 - Event planning
 - Supervision & leadership

EXPERIENCE **COOPERATIVE DEVELOPMENT OFFICER** 12/2014 to 03/2017

NMB Foundation For Agricultural Development | City, STATE

- Capacity building to all AMCOS members and leaders based in Western zone including Tabora, Shinyanga, Simiyu and Kigoma through the provision of trainings on good governance, Cooperative Principles, Financial literacy, Entrepreneurship and Environmental Protection for Sustainable Agriculture.
- Marketing of all NMB Bank Products and Services to all AMCOS members, Farmers and Independent Farmers; Loans scheme, Savings account, online banking services including POS terminals
- Supervising of all farm field school for tobacco farmers based in UYUI to improve tobacco production and standard.
- Training facilitation to all prospective clients and farmers engaging in paddy and sun flower seeds production in Singida and Shinyanga Region.
- Formation of farm groups to enable contract farming between farmers and NMB Bank Plc for sun flower seeds producers based in Kiomboi, Singida Region.
- Assisted with preparation and submission of grant proposals.
- Produced reports, spreadsheets and trend forecasts to enhance decision-making processes.
- Promoted high customer satisfaction by resolving problems with knowledgeable and friendly service.
- Worked successfully with diverse group of coworkers to accomplish goals and address issues related to our products and services.
- Identified needs of customers promptly and efficiently.
- Prioritized and organized tasks to efficiently accomplish service goals.

SPONSORSHIP AND PROGRAM FACILITATOR

09/2013 to 11/2014

World Vision Tanzania | City, STATE

- Identifying children from poor families and all the disadvantages families to be recruited and registered under World Vision Sponsorship Program in Simanjiro, Mwanga and Same District.
- Supervised all register children's education and health services with the help of Community Health Workers and Teachers together with RCs Parents and Guardians.
- Trainings facilitation on health related subjects to all registered children parents and guardians; on the importance of clinic attendance for all pregnant women and all under five children within Maasai Communities.
- Provision of livelihoods assistance to the households, including Mosquito nets, Text books and school uniforms to all registered children from under privilege families.
- Monitored school attendance with the help of school teachers and Parents for all registered children within the Maasai Communities to reduce school dropouts and promote education for a girl child in Maasai Communities especially in Simanjiro District.
- Maintained good relationships between registered children and sponsors as per World Vision Sponsorship standards.
- Supervised all livelihood activities and other projects activities within the area development program.
- Frequently reporting of all projects activities on weekly, Monthly and Semi and Annually basis.
- Assist Program Coordinator on the preparations of Annual budget for all program activities within the area development program.
- Assist Program Coordinator in monitoring and evaluation of all projects activities and recorded lessons learned for reviews and planning purposes.
- Established Village Savings Loan Association as a self help financial assistance for farmers and village members within the area development program in order to improve the economic standard of all VSLAs beneficiaries for sustainable development.
- Training Facilitation on environmental protection and water, sanitation & hygiene to reduce the outbreak of diseases and deforestation in Maasai communities whereby the main economic activity is Pastoralism.
- Provision of comprehensive HIV/AIDS and sexuality education to all Adolescent girls and young women AGYW aged 11 to 17 years and Youths to improve their knowledge and reduce risk of early pregnancies for girls especially students.

ENUMERATOR (TEMPORARY)

04/2011 to 11/2011

UNIDO Country Office Tanzania | City, STATE

- Data collection for all domestic and foreign investors based in Tanga, Kilimanjaro, Arusha and Manyara on Investors Survey 2010/2011 conducted by UNIDO Tanzania.
- More than 120 electronic questionnaires were filled and sent to UNIDO Head Office in Austria Vienna

EDUCATION AND TRAINING **Bachelor of Arts** | B.A. in Community Economic Development 12/2013
Moshi University College of Cooperative And Business Studies, Kilimanjaro

LANGUAGES **Swahili:** First Language
Negotiated:

English:	C1	Spanish:	A1
Advanced		Beginner	