
ROSIE AFIA

Self-motivated and highly articulate Development Management LSE Graduate (MSc). Project management experience illustrates commitment to international development and enthusiasm to use initiative in the face of time-sensitive objectives. Capacity to multitask, respond to client requirements and a willingness to take responsibility down to the last detail.

Education

MSc Development Management, pending

2013 - 2014

London School of Economics (LSE).

BA Economics & Politics, First Class (Hons)

2009 - 2012

University of Leeds

Experience

Crown Agents/LSE.

Nov 2013 - April 2014

Student Research Consultant

Developed research report titled *Public Private Partnerships in Sub-Saharan Africa – In Search of Critical Success Factors* for Crown Agents. Included case study analysis of PPPs in three countries in Sub-Saharan Africa (South Africa, Zambia and Nigeria).

Achievements: project expected to lead to partial fulfilment of Master's degree.

Fitch Learning, London.

Sep 2012 - Sep 2013

Client Liaison Assistant

Bespoke courses team member for the specialist financial training company. Responsibilities included; general support to Managing Director, meeting co-ordination, micro-project management, presentations, assistance with internal / external client contacts, course schedule administration, assistance with course feedback & contracts.

Achievements: after undertaking a temporary marketing assistant role in 2007 & 2008 was recruited to Client Liaison team. Supported senior management by temporarily acting in the more senior role as Client Liaison Officer while colleague on extended leave. Coordinated various time sensitive projects including extensive exposure to vital legal documentation.

Buttons for Hope (NGO), Cape Town.

Mar 2011 – April 2011

Project Coordinator Internship

Responsible for social media & press exposure for start-up NGO.

Achievements: established various online platforms for marketing & e-commerce supporting project sustainability.

Advance Aid (NGO), Nairobi & London.

Jul 2010 & Jul 2011

Research Internship

As a part-time volunteer responsibilities included assisting CEO with vital meetings with the Kenyan Ministry of Health & researching grants.

Achievements: meeting with the head of the Ministry of Health & successfully pitching a 30-second HIV testing kit.

Riad Chi-Chi, Marrakech.

Jul 2010 - Sep 2010

General Manager

Responsible for administration, accounts, transport, guests & staff as holiday cover for manager.

Achievements: received excellent published reviews / feedback from guests & employer.

Alive & Kicking (UK Charity), Nairobi & London

Jun 2010 – Aug 2010

Project coordinator Internship

Coordinated 2-day event (*Arsenal in the Community*) while based in Nairobi.

Achievements: successfully raised US\$10,000 for the charity & asked to continue volunteer support on return to London.

African Impact & THAF (Social Enterprise / NGO) Zambia.

Jun 2008 – Sep 2009

Project Designer & Coordinator (African Impact)

Assisted local management, designed, implemented & managed the HIV & Sport volunteer project. Highly demanding, full-time & live-in job. Responsible for up to 30 volunteers, including organising trips to Zimbabwe / Botswana, co-ordinating staff, transport, visas & project administration.

Achievements: designed & set-up HIV / Sport project to much acclaim from the community & volunteers. Founded *Livingstone Youth in Sport* charity which coordinated tournaments for HIV, malaria & drug awareness for children & women. Promoted to *The Happy Africa Foundation* (a charitable sister organisation) due to these achievements.

Assistant Manager (THAF).

Fully responsible for marketing, admin, accounts, operations & contracts for Zambia's sponsor-a-child scheme.

Achievements: implementing efficient systems & procedures, including website design. Initiated process of providing regular feedback & updates for sponsors. Personal fundraising efforts totalled £4000 for the charity. As a result asked to be to be ambassador to Kenyan programme with responsibilities for contracts & service level agreements for new projects. Created proposals for focal projects & initiated a sponsor-a-teacher programme.

Marvic Ltd, London.

(Uni Holidays) 2007 - 2012

Project Coordinator.

Responsible for invoicing / accounts, purchasing & various projects for CEO.

Achievements: extensive responsibility as member of the accounts team regarding purchasing & payment of invoices. Completed a number of successful marketing projects for the CEO.

Skills & Training

LSE & Nesta master class	Measuring Social Impact short course	Feb 2014
CodeFirst-Girls	10-week intensive website training course	Jan 2014
Fitch Learning short course	PowerPoint	Jul 2013
Fitch Learning short course	Excel	Jun 2013
Fitch Learning professional course	Sovereign & Country Risk) 2-day course on understanding a structured approach to the analysis of Country & Sovereign risk in both emerging & mature markets	Oct 2012
ONE Advocacy & Campaigns	2-day intensive training on running effective development campaigns	Nov 2011

Software proficiency:

Confluence, Dreamweaver CS6 Excel, GitHub, Lotus notes, Microsoft Word, Outlook, Powerpoint, Salesforce, SalesLogix, Social Media (twitter, LinkedIn etc.), SohoLaunch, Sublime Text, SourceTree, Windows & Mac OS systems among others.

Profile:

British National | Full Driving Licence | Mother tongue English, Basic French, Basic Spanish.

- Representative for LSE Postgraduate Development Management Students
- Member of Society of Business Economists since 2013 (SBE) & assistant to SBE Secretary.
- Keen sports woman, holds BASI level 2 instructor (snowboarding) qualification including first aid
- Enjoys hiking, biking & adventure travel.

References available on request.