

# ROSIE AFIA CV

**Name:** Rosie Afia

**Contact:** rosie@afia.london

**Profile:** British National | Full Driving License | Mother tongue English, Basic French & Spanish.

Highly articulate Development Management LSE graduate (MSc) with effective interpersonal skills. Experience demonstrates commitment to International Development and ability to efficiently organise, multi-task, prioritise and use initiative in the face of time-sensitive client objectives.

## Experience

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### **Society of Business Economists (SBE), London.**

**Sep 2013 - Current**

#### ***Project Assistant***

- Responsible for various projects such as council proposals, meeting coordination, internal communication & report compilations on a part-time basis.
- *Achievements:* coordinating various SBE events such as master classes and AGM.

### **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 coordination, 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.

### **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.

### **African Impact (Social Enterprise) & THAF (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, coordinating 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 in order to coordinate tournaments for HIV, malaria & drug awareness for children & women. As a result of the programmes success promoted to sister organisation, *The Happy Africa Foundation (THAF)*.

#### ***Assistant Manager (THAF)***

- Responsible for marketing, administration, 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 ambassador to Kenyan programme responsible for contracts & service level agreements for new projects. Created proposals for focal projects & initiated a sponsor-a-teacher programme.

**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.

**Internships & Volunteer****Pro Bono Economics (Charity), London.****Sep 2014 - Current**

- Volunteer administrative assistant to board of directors.

**Red Cross (NGO), London.****Sep 2014 - Current**

- Volunteer assistant working in flagship donor shop.

**LSE / Crown Agents (Company), London.****Nov 2013 - Apr 2014**

- As a student research consultant developed LSE research report for Crown Agents. Included case study analysis of Public-Private Partnerships in Sub-Sahara African countries.

**Buttons for Hope (NGO), Cape Town.****Mar 2011 - Apr 2011**

- Responsible for social media & press exposure for start-up NGO. Established various online platforms for marketing & e-commerce supporting project sustainability.

**Advance Aid (NGO), Nairobi & London.****Jul 2010 & Jul 2011**

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

**Alive & Kicking (Charity), Nairobi & London.****Jun 2010 - Aug 2010**

- Coordinated 2-day event (Arsenal in the Community) while based in Nairobi. Successfully raised US\$10,000 for the charity & asked to continue volunteer support on return to London.

**Education & Qualifications****MSc Development Management, pending****2013-2014**

London School of Economics (LSE).

**BA Economics & Politics, First Class (Hons)****2009-2012**

University of Leeds.

<b>LSE &amp; Nesta master class</b>	Measuring Social Impact short course	Feb 2014
<b>CodeFirst-Girls course</b>	10-week intensive website training course	Jan 2014
<b>Fitch short course</b>	PowerPoint	Jul 2013
<b>Fitch short course</b>	Excel	Jun 2013
<b>Fitch professional course</b>	2-day course on analysis of sovereign & country risk in both emerging & mature markets.	Oct 2012
<b>ONE campaigns</b>	2-day training on running effective development campaigns.	Nov 2011

**Hobbies & Other**

- Software proficiency: Confluence, Dreamweaver CS6, Excel, GitHub, Lotus notes, Microsoft Word, Outlook, Powerpoint, Salesforce, SalesLogix, Social Media, SohoLaunch, Sublime Text, SourceTree, Windows & Mac OS systems among others.
- Elected representative for postgraduate Development Management students (LSE).
- LSE societies: 'DESTIN', 'Business / Social Enterprise' & 'Women Leaders of Tomorrow'.
- Society of Business Economists (SBE) member since 2013.
- Keen sports woman; BASI 2 instructor (snowboarding) qualification with first aid.
- Travelled extensively in Africa, Asia, Europe & Latin America.

**References available on request.**