

# Nazrawit Melaku Woldemariam

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## Profile Summary

Diligent and detail-oriented project and communications associate, experienced in developing and maintaining project plans, tracking milestones, preparing documentation, and supporting effective stakeholder communication. Adept at translating complex technical content into clear, visually engaging formats that align with brand standards. Skilled in organizing internal engagement events and contributing to a positive workplace culture through social engagement initiatives. Committed to driving operational efficiency and contributing to organizational goals through structured project support and creative problem-solving.

## Work Experience

### Project and Communications Associate at Kifiya Financial Technology (2024-03-18 - 2025-05-06)

Location: Addis Ababa, Ethiopia

Responsibilities: - Assist the project manager in developing and managing the project plan and schedule.

- Track project progress and provide regular status reports to the Project Manager
- Participate in project meetings and take notes on action items
- Prepare project documentation, such as project plans, timelines and status reports
- Support the Project Manager in communicating with the stakeholders
- Design and produce visually engaging content that is consistent with the brand's voice and aesthetic, including images, PowerPoint presentations, and other multimedia formats.
- Collaborate with diverse teams to translate technical content into accessible visual formats.
- Utilize graphic design tools to create visual content for various platforms, ensuring all content is optimized for engagement and visibility
- Assist in planning and coordinating internal social engagement events, contributing to a positive and collaborative company culture.

### Architect at Freelance (2021-03-08 - 2023-02-23)

Location: Addis Ababa

Responsibilities: • Architectural design and consultancy for residential projects

- Interior Design for a tech office
- Architectural design for a farmland

## Education

### Master's Degree in Project Management

Institution: Addis Ababa University | Dates: 2021-11-08 - 2025-05-06

Location: Addis Ababa, Ethiopia

### Bachelor's Degree in Architecture and Urban Planning

Institution: Unity University | Dates: 2015-10-19 - 2021-02-15

Location: Addis Ababa, Ethiopia

## Skills & Tools

- Organizational Skills, - Detail Oriented, - Communication Skills, - Ability to work under pressure, - Ability to work in a

team, - Fast learner, - Effective time management skills, - MS office, - MS Project, - Google suite, - Canva, - Adobe Illustrator

**Languages**

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Amharic, English