

MARIAMA SOSSEH BAH



(+220) 7627205



mariamabah05@gmail.com



Sukuta, The Gambia

PROFILE SUMMARY

A dedicated Political Science graduate with expertise in project coordination, climate policy, and stakeholder engagement. Skilled in strategic communication, data analysis and report writing, with a track record of organizing high-level meetings and mobilizing resources for environmental projects. Represented The Gambia at COP29 in climate negotiations. Proficient in Microsoft Office and digital media, with a proven ability to deliver results in dynamic and fast paced settings.

EDUCATION

University of Texas at Tyler, Texas

Bachelor of Science in Political Science and International Relations Minor,
December 2019
Overall GPA: 3.32

PROFESSIONAL EXPERIENCE

Administrative Officer/ Programme Support

Ministry of Environment Climate Change and Natural Resources (MECCNAR)-
Central Project Coordination Unit (CPCU), The Gambia
January 2024 – Present

Duties and responsibilities include:

- Record and document for senior management meetings, project coordination meetings, and bilateral discussions with partners and potential investors.
- Manage a calendar of major activities and milestones within the CPCU, acting as a liaison between projects and the entity.
- Provide support for the delivery of project milestones as agreed with partners.
- Draft detailed reports for field missions conducted under the Ministry.
- Consolidate quarterly reports for the CPCU, consolidating submissions from all projects under the Ministry and the CPCU.
- Maintain records and documentation for the CPCU.

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- Represent the director in high-level meetings with donors, partners, and stakeholders.
- Support the CPCU director in consolidating stakeholder inputs for strategic planning, policy development, and other working tools, such as travel plans.
- Organize, coordinate and contribute to discussions and decision-making processes at seminars and conferences.
- Coordinate major departmental technical meetings and events, such as the launch of the Nationally Determined Contributions.
- Provide programmatic support, conduct research, and consult with stakeholders to draft project concept notes and budgets.
- Participate in the implementation of climate change project activities as needed

Achievements

Participated in the formulation and implementation of 3 projects which includes resource mobilization of \$45 million for the WACA project and 6.9 million Euros from the French Development Agency for the Gambia Resilience Project.

Participated in COP29 in Baku, Azerbaijan as a member of The Gambia's official delegation, engaging in high-level climate negotiations, policy discussions, and capacity-building sessions on global climate action.

Account Executive (Project Management)

Outboost Media & Analytics, Gambia

June 2021 - August 2023

Duties and responsibilities included:

- Managed and documented project reports ensuring accuracy and timely submission
- Built and maintained websites for clients, enhancing their online presence and engagement
- Managed social media accounts, creating content and analyzing engagement metrics

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- Analyzed customer feedback to develop and implement retention strategies, increasing customer loyalty and business retention

Office Assistant – Market Research

Office Team, A Robert Half Company, New York, NY

March 2020 - December 2020

Duties and responsibilities included:

- Conducted comprehensive market research services for Market Probe International
- Created and maintained detailed spreadsheets, accurately transferring data from paper formats
- Assisted in the analysis and interpretation of market research data to support business strategies

Research Assistant

University of Texas at Tyler, TX

August 2019 - December 2019

Duties and responsibilities included:

- Conducted phone surveys of registered voters to gather opinions on political candidates
- Analyzed survey data to predict potential political outcomes for upcoming primary elections
- Documented the survey process in a detailed journal, enhancing the research methodology and learning experience

VOLUNTEER WORK EXPERIENCE

National Model United Nations (UN), New York, NY

3rd Committee Delegate, March 2019

- Represented the Republic of Kazakhstan in the National Model UN conference

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- Conducted extensive research on assigned topics, contributing to the development of a comprehensive position paper
- Presented the position paper and engaged in debates addressing real-world issues

Permanent Mission of The Gambia to the UN, New York, NY

Intern, May 2018 - August 2018

- Created detailed reports of meeting minutes, informing the First Secretary of ongoing negotiations and controversial issues
- Attended formal and informal UN Committee meetings with the Ambassador, providing backup support for the secretary
- Assisted the Counselor in processing VISAs and other administrative tasks as needed

73rd Session of the UN General Assembly, New York, NY

Gambian Advisor, September 2018

- Accompanied the Gambian Ambassador and Foreign Minister to bi-lateral meetings, providing escort services and minute-taking
- Served as Protocol Officer to the Minister of Environment Climate Change and Natural Resources and the Minister of Women's Affairs
- Selected by the First Lady of The Gambia to accompany her to side-events, ensuring smooth logistics and support

Southern Model UN, Atlanta, Georgia

Delegate for Commission on the Status of Women, November 2017

- Represented the State of Qatar, participating in debates and discussions on current global issues
- Developed position papers and presented them at the conference, engaging with fellow delegates in problem-solving

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HONORS AND AWARDS

- Outstanding Delegation for National Model UN, March 2019
 - Phi Theta Kappa Honor Society, November 2016
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TRAININGS

- The Women Delegates Fund Night School: UNFCCC Negotiations Skills and Technical Language Training, November 2024-Baku
- Climate Youth Negotiator Program Fundamental Training, June-November 2024-Baku
- UNITAR Certificate of Participation, Fundamental Climate Youth Negotiator Programme 2024
- African Group of Negotiators Experts Support-Women and Gender Climate Change Negotiators Training, June-July 2024-Virtual
- Gender Sensitive Project Planning and Implementation, August 2024-Banjul
- ECOWAS One Health Outreach Course-Pandemic Preparedness and Response, April 2024-Banjul

RELEVANT SKILLS

- **Communication:** Excellent verbal and written communication skills; proficient in drafting reports and official documents
- **Research and Analysis:** Strong analytical skills with experience in market research, political surveys, and data interpretation
- **Technical:** Proficient in Microsoft Office Suite (Word, Excel, PowerPoint); experience with website development and social media management
- **Interpersonal:** Ability to work effectively in team settings and handle stressful situations; strong conflict resolution capabilities
- **Organizational:** Excellent organizational skills with a proven ability to manage multiple tasks and projects simultaneously.