**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.
* 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
* 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

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**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
* 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.