



SAATTA ABRAHAM DUGUMA

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EDUCATION

Addis Ababa University, School of commerce, Addis Ababa, Ethiopia June 2017

- Major: Business Administration and information system.

University of Western Ontario, Ivey Business School, London, Ontario, Canada

- Honors business administration program
- Field-Marsham African Exchange Scholarship Recipient, Spring 2016

Hillside high school, Addis Ababa, Ethiopia June 2013

WORK EXPERIENCE

Founding Member & Administrator, Youth Entrepreneurs Club (YEC), Addis Ababa, Ethiopia Oct 2015 – Jan 2016

- Responsible for organizing entrepreneurship and motivational events for university students
- Lead members in promoting an entrepreneurial and workaholic mindset among Ethiopian youth

Independent Distributor, Tiens International Business Group, Addis Ababa, Ethiopia Aug 2014 – Dec 2016

- Work as an independent partner in conducting sales
- Conduct one-on-one client consultation to identify needs and answer questions regarding product lines
- Execute proactive recruitment of prospective independent distributors, including planning, organizing and conducting appropriate training sessions

Editorial Board Member, Hillside High School Journalism Club, Addis Ababa, Ethiopia Oct 2010 – Jun 2011

- Collected articles from members of the club and evaluated the quality of the content
- Compiled, edited, issued and sold the weekly school magazine

Marketing and public relations intern, Ever Bright P.L.C October 2016- May 2017

- Compiled a 5 year strategic marketing plan.
- Client acquisition, sales force management, branding
- Purchasing and supplier selection

LEADERSHIP POSITIONS

Vice President of Outgoing Exchange, Aiesec International Leadership Organization, Addis Ababa, Ethiopia Jan 2014 – Aug 2014

- Lead a team in recruiting internship prospects, finding and matching them to projects abroad and sending them to do internships

Student Body President, Hillside High School, Addis Ababa, Ethiopia Oct 2012 – Jun 2013

- Organized school clubs and events; Served as a student voice in the discipline committee
- Served as a link between students and school administration; Acted as head of all school clubs and lead the executive functions of the school's graduation committee

Chairman, Hillside High School Environmental Club, Addis Ababa, Ethiopia Oct 2011 – Jun 2012

- Organized and assigned members of the club to environmental projects
- Forged and maintained partnerships with environmental organizations for training and support
- Worked with the responsible government body to promote a healthy and preserved environment

INTERNATIONAL EVENTS

Youth Delegate, Tunza International Youth Conference, Stavanger, Norway

Jun 2008

- Chosen as one of 300 youth representatives from across 100 countries to convene and exchange information, knowledge and best practices on issues of environment and development

Student Delegate, Africa - Japan Business Investment Forum, Addis Ababa, Ethiopia

Aug 2015

- Attended panel discussions and participated in a questions and answer sessions

Youth Delegate, United Nations Youth Assembly, New York, USA

Aug 2017

- Selected as one of influential young leaders across the world to gather at the UN Head Quarters to participate in sessions regarding the UN sustainable development goals

EXTRA-CURRICULAR TRAININGS

- Unleashing greatness by Glimpse personal development center - Lectures, group discussions, experience sharing
- Creativity by Genius entrepreneurship center - Lectures and practical exercises
- Goal setting and vision boards by Tiens Ethiopia - Lectures, making vision board and goal charts
- Time management by Tiens Ethiopia – Lectures
- Coding by Microsoft Youth Spark- Lectures and practical exercises

CERTIFICATES AND RECOGNITIONS

- Hillside high school- Award for academic excellence
- Hillside high school- Award for leadership quality
- Ethiopian customs authority- Recognition for participation in a question and answer session on tax policy
- AIESEC Ethiopia- Best specialized unit recruit award
- Ivey business school- Certificate of distinction
- Field-marsham exchange scholarship- Scholarship awardee as one of the best three applicants in the continent and attended a one semester case study education at Ivey business school, Canada
- Microsoft-Recognition for successful completion of Microsoft Youth Spark coding session
- Friendship Youth Ambassadors- Recognition for successful completion of the 20th United Nations Youth Assembly

QUALIFICATIONS & SKILLS

- Proficient in computer applications: Microsoft Office, Word, Excel, PowerPoint ,HTML, VBA, CSS
- Excellent & professional customer service etiquette resulting in efficiency
- An organized and detail-oriented professional able to prioritize and perform tasks effectively to ensure timely project completion within a team environment or individually
- Analytical, organizational and problem solver with strong work ethic and desire to learn
- Outstanding leadership and communication skills
- Bi-lingual: English and Amharic

References Furnished Upon Request