Name: Barcus M. Kanweay Jr.

Date of Birth: September 17, 1986

Place of Birth: Nimba County

Nationality Liberian

Marital Status: Married (1-child)

Language: English /little Chinese

Cell-phone +82-01084592338

Email Address [**barcus.kanweay@gmail.com**](mailto:barcus.kanweay@gmail.com)

**Education Backgrounds**

**Diploma & WAEC Certificate 2011 May**

Bahn Catawba Mission High School

**Bachelor** of Arts in Religious Education July 1, 2018

GPA: 2.65

Liberia Baptist Theological Seminary, Liberia

Certificate in IT**“**  Monrovia

Starz College of Science 2012-May

Candidate of MBA Place of Offered September 1, 2018 China-Asia

Professional Experience

**Administrative OfficeAsst. 2011-June -10 -2012-March 16**Expression for Institute-Liberia

As part of my Responsibilities:

* Finding ways to improve administrative processes
* Being a point of contact for a range of staff and external stakeholders
* Processing and directing mail and incoming packages or deliveries
* Greeting and directing visitors and new staff to the organization
* Writing and issuing emails to teams and departments on behalf of teams or senior staff
* Organized and scheduled or re-schedule appointments and Plan meetings.
* Develop and maintain update of office policies and procedures

**Achievements**

Initiated revolutionary lead tracking system that resulted in a 75% increase in the agenda.

**Asst. IT Director 2012-April**

Liberia Baptist Theological Seminary”

President’ Office

* Negotiate with technology vendors, to obtain the highest possible level of services
* Reports directly to the organization’s Board of Directors.
* Works in conjunction with Accounting, Finance, Operationsof the Admission” office
* Develop and maintain update of office policies and procedures
* Order office supplies and research new deals and suppliers and Book travel arrangements

Liberia Red-cross Jan. 2014-Dec**.**

**Youth Program Coordinator/ Director**

* Supervised clients in activities, in order to observe or effect changes in their behavior
* Provided counseling and therapeutic services to at-risk youths in Liberia
* Developed strategies for local and international fund raising rally
* Keen attention to detail and ability to effectively manage the youth’ team

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Liberia Baptist Theological 2014-Jan -10 .

Seminary-Paynesville City, Liberia

**Library Manager** **Duties and Responsibilities**

* Maintain receipts, records, and withdrawals of the Library’ books
* Receive, unload books on cahier and signed un-behaved of university
* Perform other stock-related duties, including returning, packing, pricing, and labeling supplies
* Inspect deliveries for damage or discrepancies and report out station book take home by students
* Ensure adequate record keeping and manage all documentation to confirm proper Librarylevels
* Keen attention to detail and ability to effectively manage time
* Skills to operate common Libraryoffice equipment’s

Less-Privilege Empowerment

Organization (LPEO) May-17-2015-Aug.2016

Monrovia Liberia

Senior IT-Director

**Duties and Responsibilities**

* Professional with +years of experience leading corporate marketing and internal communications for across businesses and diverse industries.
* Respected leader of creative teams, multimedia divisions and corporate communications departments.
* Proven ability to drive record-high marketing campaign response rates and execute successful product launches.

Executive Marketing Director, 2016- 2017-Dec,

National Baker’ Union of -Liberia

**Marketing Director:**

* Development and implementation of the Brand strategy.
* Developed the marketing strategy for new and existing products
* Overseeing implementation of the Marketing strategy and working closely with the union
* Sales team; enabling them to meet their commercial objectives by providing them with
* appropriate tools, materials and research presentations

**Trust & Obey Business Center”** presence

Founder and CEO

* Oversee quality control throughout the business, establishing goals for each department
* Direct the small business in keeping with the vision in full
* Partner with high-level officers to grow the business, strengthen it and ensure its sustainability
* Represent the business as required, including attendance of important business group meetings and public events

Part-Time English Teacher **Grade 6-9 2015-Nov. 2017**

African Dream Academy part-Time Computer’ Teacher 2018

Robert Field High Way

**Facilitator/Trainer** **Participant** Education Psychologist workshop

New Water in the Desert Early Childhood Education

Awards

Certificate Youth leader of the Year 2010

Jubilee Praise and Worship Center,

Bahn Nimba County

Liberia Baptist Theological Seminary Home Mission Student of the Year 2013

Community services and volunteer

Job experience

Position: WASH Mobilization Officer

Duration 2004-2009

Location: NimbaCounty Organization:

Liberia National Red Cross Society

NimbaChapter(LNRCS)

**Summary of strength relevant experience**:

3+ years in community development 5+ years in WASH and community mobilization, needs assessment, baseline survey and 2+ years in implementing food, seeds, tools, and NFI distribution programs and 3+ years as protection officer etc…

**Technical skill**:

Basic computer skill (Microsoft office, power point), Good communication skill, comprehensive periodic field supervision.

**Interpersonal skill:**

Receptive to the needs of other and respect societal diversity.

Language: English (Fluently) (Chinese Little)

Youth pastor: 2005-20011

Jubilee Praise and Worship

Center, Liberty Ministries,

Bahn City Nimba

Cover page

Applicant held **Bachelor** of Arts in Religious Education/**Administration**; @ Baptist Theological Seminary, in July 1, 2018.

RIA-High, Paynesville city Liberia; with emphasis in Guidance and Counselingextensive training and experience in project management (result based), monitoring and evaluation, grant/proposal writing;; has worked for more than a decade as a Youth pastor, an educator, a counselor; and has strong computer and internet research skills, good report writing and communication skills, and the ability to work well with all levels of staff; committed, dedicated, reliable, and industrious.