

Mussie Teshome - Curriculum Vitae/CV

Personal Profile/Personal Attributes

- Skilled in computer programs and language
- Fluent in speaking, writing, and listening Amharic
- Fluent in speaking, writing, and listening English
- Running day-to-day activities in office setting
- Assistant to National Director
- Hard-working, reliable, and self-motivated

Experience/Specialisms/Strengths

- Special computer skills include: Excel, Access, MS Office, PowerPoint, and Peachtree
- Schedule coordinator
- Communication liaison between Ethiopian and USA offices
- Taught Amharic language to missionaries
- Assisted in preparing and reporting financial statements for customers and vendors

Career History

- March 2010 to Present - Assistant National Director - Blessing the Children International
 - Assist National Director
 - Schedule coordinator
 - Preparing monthly reports
- February 2008 to February 2010 - Resource Officer- British International School
 - Ordered school supplies
 - Maintained school resources
- December 2005 to January 2008 - Logistics Officer - BCI Kamashi Children Center
 - Purchased materials
 - Acted as liaison between government and the center
- December 2003 to June 2004 – Teacher – SIM Language School
 - Taught Amharic
- August 2003-November 2004 – Sales Associate – Selam Technical and Vocational School
 - Writing receipts and helping clients

Education and qualifications

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| • Addis Ababa University | Sept. 2009 – June 2012 | B.PA and D |
| • Unity College (Nazareth) | Sept. 2000 to March 2003 | Diploma in Marketing Management |

Personal Details

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