



## **MKWALA ELOCHO**

**Phone: +1(404)4682020, Email: mkwalaelocho@yahoo.com**

Project Manager for more than three years, I planned and defined scoping of the project, conducted activity planning and payroll. Supervised and monitored daily activities and employees' placement in their field. Initiated projects and trained other professionals about project planning and management.

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### **WORK EXPERIENCE**

#### **Machine Operator**

*Randstad Staffing Agency- Gemalto, Atlanta, GA*

February 22, 2018 up to now

- Responsible for Running machine/printer, using a computer to scan, track and test jobs

#### **Sexual and Gender Based Violence (SGBV) Case Worker**

July 2012 to November 6, 2014

*International Rescue Committee (IRC), Kasulu, Tanzania*

- Provided GBV case management and psychosocial support to vulnerable persons, particularly survivors of gender-based violence at the refugee community centers and field levels.

#### **Project Manager**

##### **Radio Amani**

February 20, 2014 to November 4, 2016

- Developed programs, budget, payroll to enhance employee relations. Offered employee support to each staff member. Conducted 23 interviews, assessed, hired and provided orientation and training to job applicants.
- Resource planning activities. Initiated Radio Amani Adolescence Girls Support Project (RAAGSP) whereby youths were given funds to financially deal with income generating activities. Formed 16 income generating activities Clubs in a period of 3 years and 30 recorded success stories during the time of management.
- Initiated literacy Project to refugee women for three years. 78% of students were able to read, write and understand Swahili.

#### **Project Manager**

##### **CELA Tanzania LTD**

May 2008 to September 2013

- Developed a budget for the organization and responded to 90% of the programs/activities.
- Created CELA charts and schedules facilitating the implementation of the activities.
- Formed 25 CELA loans and saving loans Clubs across the refugee camp. The clubs were able to guarantee their basic needs up to 45% as they were undergoing self-reliant life.
- Monitored the activities and micro-projects of the organization. Analyzed and managed 79% of risks and issues.

### **EDUCATION**

- **Masters of Business Administration concentration in Project Management**  
Saint Leo University, Florida, United States of America
- **Masters of Arts in Demography**  
University of Dodoma
- **Bachelor of A in Project Planning, Management and Community Development**  
The University of Dodoma, Tanzania
- **Bachelor of Arts in Social Work**  
Newman Institute of Social Work, Tanzania

### **SKILLS**

Project planning, management, monitoring and evaluation, Microsoft word, internet, adobe audition, SPSS, excellent communication skills, active listening skills and ability to innovate and creating new strategy basing on the project.

**LANGUAGES:** Proficient in English, French, Swahili and Kibembe

