

Benjamin Morgan

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Experience

- August 2012 – present **Program+M&E Coordinator, [Robertsport Community Works](#)** **Monrovia, Liberia**
- Coordinate and lead all aspects of RCW's fundraising through The African T-Shirt Company, liaising with local producers and artisans, supervising production and distribution, and coordinating all aspects of online and local marketing
 - Coordinate and mentor the Mama Liberia Sewing Co-op of over 60 women, building capacity through the co-op's leadership structure, teaching financial and business literacy, supervising quality control, distribution and marketing, and helping the business to be self-sustaining
 - Lead on partnerships that advance the mission and objectives of RCW, representing RCW to government and other stakeholders
 - Track RCW spending and donor funds.
 - Develop and implement an M&E plan for all RCW projects and programs.
- March 2012 – present **General Manager, Jamal's Boulevard Cafe** **Monrovia, Liberia**
- Responsible for purchasing, operations, finances, human resources, and facilities for bar/restaurant. Focus on events and marketing.
 - Grew sales in the business 10-20% in first six months through special events.
- January 2013 – April 2013 **Interim Administrative Assistant, German Embassy** **Monrovia, Liberia**
- Managed bi-lingual office administration (German and English)
 - Drafted of diplomatic correspondence and documents for Ambassador.
 - Front end public contact for all inquiries and visits.
 - Planned and oversaw cultural events including monthly movie screenings.
- Feb. 2011 – Feb. 2012 **Administrative Officer, [Innovations for Poverty Action](#)** **Monrovia, Liberia**
- Solely responsible for administrative matters in office of 50+ employees.
 - Oversaw contracts, payroll, benefits, facilities, logistics, accounting, purchasing, accounts payable, banking, and cash management for \$300,000 of expenditures.
 - Directly supervised 4 Liberian staff; reported directly to Country Director.
- Oct. 2010 – Jan. 2011 **Manager, Tides Tapas and Cocktails** **Monrovia, Liberia**
- Trained, supervised and led team of more than 20 Liberian staff.
 - Managed daily operations of security, building maintenance, and bar/restaurant including financial systems, inventory, purchasing, quality control, & promotion.
 - Recruited, organized, marketed and produced social events, including diplomatic and high-level corporate events showcasing local artists & culture.
- Sept. 2007 –Aug. 2010 **Staff Administrator, [University of Pennsylvania](#)** **Philadelphia, PA, USA**
- Drafted and circulated public & internal communications for Academic Affairs (School of Nursing).
 - Oversaw the stewardship of \$150,000 of federal grant money.
 - First point-of-contact for students regarding mentorship, financial aid, and disciplinary procedures in office of enrollment management & student services.
 - Managed extensive travel itineraries for Associate Dean and assisted with travel planning and reimbursements for visitors, faculty, and students.
 - Primary staff coordinator for large scale faculty meetings.
 - Managing coordinator of re-accreditation project, including researching and locating extensive institutional data for assembly of mid-term progress report.

- Oct. 2006 – Aug. 2007 **Promotion and Logistics Coordinator, [POPPED! Festival](#)** **Philadelphia, PA, USA**
- One of three co-founders of a week-long non-profit music festival conceived to develop and spotlight local musical talent. Annual festival is now in its 6th year.
 - Curated and promoted first POPPED! Festival, managed 7,000 attendees, 6 venues and 40 performances, including logistics, security, public relations.
- June 2002 – Oct. 2006 **Conference Coordinator, [Future of Music Coalition](#)** **Philadelphia, PA, USA**
- FMC monitors national policy developments around music and intellectual property and advocates for artists, consumers, and music industry stakeholders.
 - Coordinated operations and managed volunteer staff for Policy Summit in Washington, DC from 2001 to 2005, for 500+ attendees and 30+ volunteers.
 - Programmed, recruited panelists, promoted, staffed and produced Policy Summit in October 2006 at McGill University, Montreal.
 - Created ad and marketing campaigns for conference, including extensive social media viral marketing and produced radio spots for national and local radio.
 - Moderator and creator of online discussion forum Musictech, via which FMC original board members met and held discussions leading to creation of FMC.
- Feb. 2004 – Aug. 2010 **Events Director, [Millcreek Tavern](#)** **Philadelphia, PA, USA**
- Booked and produced regular weekly schedule of live entertainment for 500 person capacity venue.
 - Designed & produced website, printed advertisements, & promotional posters.
 - Composed email marketing copy and press releases.

Education

University of Pennsylvania, Bachelor of Arts Cum Laude in German Studies and Philosophy, 1997
University of Heidelberg, baccalaureate year abroad, 1996-97

Volunteer Positions

Technical Production and Copyright Advisor, Kriterion Cinema Monrovia
Board Member, Sahel Vert (NGO), Senegal

Technical Skills

Foreign Languages: German Fluency; Spanish Competency
Google sites, wordpress, wiki, and extensive social network and online viral event marketing experience
Online newsletter publishing, mailing list management, and creator of multiple online discussion forums
Management of extensive contact databases for promotional use
Adobe InDesign, DreamWeaver, Quark, Microsoft Publisher and Corel Draw
Database management of Microsoft Access/Excel and MySQL
Mobile installation of staging and A/V equipment