

## **BIZUAYEHU HUNDE**

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### **PROFESSIONAL SUMMARY**

Self-motivated and resourceful professional with more than 20 years of extensive experience in project development and management, program administration, community empowerment, fundraising, consultancy and training services, and; proficient in the use of Microsoft Word, Excel and other software applications.

### **SKILLS**

- Proposal writing, communication and networking;
- Providing leadership and management direction ;
- Planning ,training, fundraising, and supervision of staff;
- Designing and implementing a strategic plan.

### **WORK HISTORY**

**Produce Worker**, 10/2018 to 01/2019

**Your DeKalb Framers Market** – Decatur, GA

- Assisted customers providing information on pricing, purchases and products; and
- Stocked, displayed, and rotated produce products.

**Executive Director**, 06/2015 to 07/2018

**Organization for the Development of Women and Children-Ethiopia (ODWaCE)** – Addis Ababa, Ethiopia

- Coordinated the administration, programs and strategic plan of the organization; and
- Served as a primary spokesperson and developed project proposals and raised funds from donors.

**Network Coordinator**, 02/2012 to 05/2015

**Organization for the Development of Women and Children-Ethiopia (ODWaCE)** – Addis Ababa, Ethiopia

- Organized activities such as meetings and workshops of the Female Genital Mutilation (FGM) Network members ; and
- Maintained communication with FGM network partners.

**Head of Program**, 06/2010 to 09/2011

**Women in Self Employment (WISE)** – Addis Ababa, Ethiopia

- Provided ongoing oversight and management of program activities' implementation; and
- Conducted annual budget process and raised funds from donors.

**Fundraising and External Relation Service Head**, 11/2006 to 06/2010

**Ethiopian Orthodox Church- Child and Family Affairs Organization(EOC-CFAO)** – Addis Ababa-Ethiopia

- Managed project proposals development, external communications, advocacy and resource mobilization requirements;

**Project Coordinator**, 07/2005 to 06/2006

**Ye Ethiopia Goji Limadawi Dirgitoch Aswegaj Mahiber, Ethiopia (EGLDAM)** – Addis Ababa, Ethiopia

- Maintained plans, budgets and expenditures of UNICEF assisted project; and
- Kept projects on schedule by managing deadlines and adjusting workflow as needed.

**Project Study And Design Expert**, 03/2002 to 10/2002

**Addis Ababa City Government, Foreign Relation And Economic Cooperation Bureau** – Addis Ababa, Ethiopia

- Conducted supportive supervisions on charity organizations' projects and programs; and
- Appraised project proposals submitted by Charity organizations.

**Counselor**, 07/2001 to 03/2002

**SOS Infants-Ethiopia** – Addis Ababa, Addis Ababa, Ethiopia

- Identified orphan and vulnerable children who need special attention; and
- Provided individual counseling services to orphan and vulnerable children and followed up them to ensure the improvement of their situation.

**Refugee Camp Coordinator**, 03/1999 to 07/2000

**Administration for Refugees and Returnees Affairs (ARRA)** – Aisha, Somali Region, Ethiopia

- Supervised the administration and program activities of Aisha Refugee Camp;
- Ensured the preparation and maintenance of all financial records;

**Social Worker**, 02/1995 to 02/1999

**Administration for Refugees and Returnees Affairs (ARRA)** – Hart-Sheik, Somali Region, Ethiopia

- Assisted refugee communities solve and cope with problems in their lives; and
- Identified refugees who need help and linked them with essential services.

### **EDUCATION**

**Master of Arts:** Social Anthropology, 2004

**Addis Ababa University** - Addis Ababa, Ethiopia

**Bachelor of Arts:** 1994

**Addis Ababa University** - Addis Ababa, Ethiopia

