

Profile

- ✓ Advanced knowledge and experience in planning and monitoring and evaluation (M&E) of programs
- ✓ Experience conducting trainings for project managers, field staff, and community leaders on Monitoring & Evaluation (M&E) protocol
- ✓ Experience developing training modules and assisting communities with the support of projects
- ✓ Familiarity with benchmarking program results and ensuring progress as defined in project proposals
- ✓ Capability to establish and develop relationships with different stakeholders such as local authorities, NGOs and communities
- ✓ Good communication and negotiation skills
- ✓ Good interpersonal skills and cultural tolerance
- ✓ Ability to run multiple tasks with minimal supervision

Education

<i>Bachelor of Science Project Management</i> Cipriani College Of Labour Co-operative and Studies, Trinidad and Tobago	Aug 2014 to Dec 2017
<i>Risk Programme Management (Short courses)</i> USAID Trinidad and Tobago	March 2014
<i>Bachelor Degree of Business Administration</i> University O&M Dominican Republic	2013 (uncompleted)
Telecommunication Diploma Institute Haiti-Tec, Port-au-Prince, Haiti	2010 – 2011
Desktop Computers and Maintenance INFCOT- Leconte University, Haiti	Jan 2008 – Aug 2009
Completed Bacc I & II (Diplomas of 12th and 13th grades"High School") Collège Gilbert Albert de Pétion-Ville, Pétion-Ville, Haiti	Sept 2008 – July 2010

Experiences

ITNAC (IF THERE IS NOT A CAUSE)

For the aftermath of hurricane Mathew in Haiti Oct 2016, I occupied the position of logistics specialist for a team of 15 volunteers in Haiti for a period of two weeks.

MIC-Metal Industry Company Ltd (INTERNSHIP)	June-August 2016
<ul style="list-style-type: none">• Develop tools to track contractor's duties• Plan and Schedule all tasks that have to be done• Keep a close communication with contractors via phone calls and emails.• Communicate what I found to my supervisor and reporting the status of the ongoing tasks• Collecting quotations to fulfill the account department requirements, (which is to collect three quotations from three contractors before choosing one)	

Habitat For Humanity Trinidad&Tobago Programme Coordinator (January to March 2014)

- Reorganized a few technical tools regarding the family assessment profile aspect. This has been done in order to obtain an accurate number of eligible family because of the limitation we have had in term of resources
- Technical support in building houses for family

Habitat for Humanity International Haiti (HFHIH), Monitoring & Evaluation Officer October 2011-March 2013

- Developed tools for each HFHI project such Data Monthly Reports (DMR), Weekly Progress Recording Sheets (WPRS) and Indicator Tracking Tables (ITT).
- Conducted training with managers and field staff on all different work tools developed in order to support the achievement of the project objectives
- Created project evaluation reports for donors and accompanied projects managers in submitting their reports.
- Organized focus groups every two months and conducted satisfaction survey to collect feedback from beneficiaries
- Analysed data collected from the field to monitor monthly achievements
- Provided technical support for different departments, such as logistics, for ECAP/DIG project in Northern Haiti for displaced residents after the earthquake on Jan 12, 2010

SGS/ASC Haiti, Supervisor August 2011-October 2011

- SGS or GSS is a General Society of Surveillance.
- Supervised, Controlled and reported the unloading of goods conveyed in ship from countries partnered with World Food Program and business partners.
- Worked close with World Food Program staff by updating them in all matters, which had to do with the operations regardless the decisions, I made for a better delivery.
- Supervised and managed a staff of five (5) inspectors on a daily basis

Care International Haiti, Archival assistant June 2007- November 2007

- Care International Haiti, is a None Governmental Organization that operates in the humanitarian field, most likely in the Care system and environment.
- Unpacked, Labelled and ordered all the Environmental and Care Projects documents in the archive area.
- Built a Data Base on MS-Access regardless the registered file from the archive section, and to allow an easy access to all department to view what is available but whom is not able to edit, add nor remove data, and facilitated an easy producing report.

ECEH : Eglise de la Communauté Evangélique d'Haiti, Translator February 2010-March 2011

- Provided oral translation services for an American medical team from Haitian Creole into English and English into Haitian Creole

ECEH : Eglise de la communaute Evangelique d'Haiti, Technician 2010-2011

- Managed the sound system
- Installed/Uninstalled material for every event
- Maintained inventory and performed maintenance

Technical Skills

- Network administration
- MS-Project
- Computer Management
- MS-Office, Excel
- Telecommunication
- English, French, Spanish, Haitian Creole