

### **SUMMARY**

Leader with excellent management and communication skills to comprehend what it takes for a successful outcome. Skilled in cultivating positive relationships with clients and colleagues; particularly adept at communicating with clarity and diplomacy to individuals from diverse cultural and organizational backgrounds Fluent in French, Swahili, English, Lingala, and Luganda.

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### **QUALIFICATIONS**

- Excellent leadership, communication and written skills
  - Excellent Computer skills, Microsoft office Suite, Share points, Financial Spread Sheets, and Sales Force.
  - Effectively handles multiple demands and priorities and takes action to resolve issues
  - Demonstrates concern for achieving or surpassing results in timely manner
  - Sets priorities, goals, and timetables to achieve maximum productivity
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### **EXPERIENCE**

#### **Employment Specialist**

**(08/2016 – 06/2018)**

Lutheran Social Services-SW

Phoenix, Arizona

- Provide job readiness training and orientations that empower clients with basic skills
- Assisting clients with developing professional resume, application, and cover letters.
- Assisted in referring clients to local resources or other job leads.
- Facilitate hiring events for local employers.
- Assisting Supervisor in ensuring that monthly required reports are submitted in on time
- Hosting employment preparation workshops.
- Working as team towards the agency's improvement and completed other office duties.

#### **Employment/Case manager Coordinator**

**(11/2012 - 05/2016)**

ARIZONA IMMIGRANT AND REFUGEE SERVICES (AIRS)

Phoenix, Arizona

- Oversee the Caseworkers' daily provision of casework duties, delegate work assignments and provide coaching and actively participate in the delivery of client services as necessary.
  - Provide hands on support to casework team in their efforts of providing the best resettlement experience possible for clients.
  - Assisted Employment Specialists in the development of appropriate employment opportunities.
  - Market placement services to employers and organizations in the community.
  - Provided regular updates and set daily goals to Employment Specialists in order to ensure successful outcomes.
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### **EDUCATION**

#### **Bachelor of Science in International Relations**

Kingsbridge University

Online 2015

#### **High School Diploma**

Catalina Magnet High School

Tucson, AZ 2010

#### **Trainings and Conferences**

Obama Foundation Summit (leadership conference) in Chicago - 2017

LIRS Migrant and Refugee Leadership Academy in DC – June 2017

ECDC Annual Conference in Denver on how to better serve refugees. November 2016