



PROFESSIONAL SUMMARY

- Accomplished executive specializing in revitalizing organizations with proactive leadership. Successful at revamping policies, improving control structures and streamlining operations. Bringing an excellent business sense and dedication to modernization.
- Attentive Supervisor bringing track record of success in motivating and empowering employees. Dependable in carrying out management orders and exceeding team performance targets. Continuously develops staff and enhances processes for optimal work operations.

WORK EXPERIENCE

Supervisor, Ma Marie Business Center, Jan 2015 - Current, Saclepea, Liberia

- Created culture of continuous improvement, inspiring employees to take action and solve problems.
- Participated in planning meetings to evaluate barriers and provide recommendations for work planning.
- Coordinated employee schedules according to availability and assisted with shift coverage.
- Communicated with customers regarding product information, complaints and issues.

General Manager, Ma Deabah Guest House, May 2015 - Feb 2021, Saclepea, Liberia

- Monitored team member performance, conducting evaluations and recommending promotions.
- Anticipated, identified and corrected system breakdowns to avoid service delays.
- Established payroll and operating budgets for corporate management approval.
- Consulted with human resources regarding personnel questions and staffing needs.
- Worked with finance team to manage and streamline accounts payable, accounts receivable and payroll processes.
- Observed business trends to provide solutions to customers and prevent profit declines.
- Verified compliance with guidelines for safety, loss prevention and cash-handling procedures.

Vice Principal for Instruction, Citizens Assembly International School, Sep 2016 - Feb 2021, Paynesville, Liberia

- Mentored and counseled teachers in educational practices and techniques to improve test scores.
- Delegated responsibilities among school administrative staff to improve productivity.
- Set high expectations for continuous improvement and professional development school-wide.
- Recommended programs to improve teacher performance and student comprehension.
- Support and monitor student behavior, discipline, and academic progress.
- Assist in the recruitment, hiring, and evaluation of staff members.
- Work with parents and community members to establish partnerships in support of student learning,

Social Media Manager/ Streamer, Citizens Assembly International Church And School, Sep 2017 - Jan 2021, Paynesville, Liberia

- Developed content focused on increasing both brand engagement.
- Commented, liked and shared posts to increase visibility and engagement on various social platforms.
- Observed trending stories and participated in conversations to deepen connections with social community.
- Tracked social media competitive landscape, producing quarterly insight reports and ad-hoc requests.

Chief Executive Officer and Funder, Voice Of Liberians In Cyprus Online Television, Aug 2021 - Current, Lefkosa, North Cyprus

- Set and monitored objectives, performance indicators and metrics to assess employee progress.
- Directed development, implementation, and management of products and services.
- Developed culture of stability and strong performance to maintain quality and precision.
- Administered company operations to focus on service training, marketing programs and profitable green opportunities.

Chairman of Publicity, Liberian Students Association Of North Cyprus, Mar 2022 - Mar 2023, Lefkosa, North Cyprus

- Presided over board meetings, including setting agendas and guiding votes.
- Chaired and oversaw board performance to set agenda focused on strategy, value creation and accountability.
- Facilitated contribution of non-executive directors to encourage open constructive communication with executive team.
- Directed process to choose CEO and other senior executive leaders.
- Handled numerous public speaking engagements and media appearances to share organizational information.
- Motivated and led a high-performing executive team towards achieving the association goals.

EDUCATION

Public Administration

AME ZION University - Monrovia, Liberia

Master of Science, Information System Engineering

Feb 2026

Near East University - Lefkosa, North Cyprus

Bachelor of Science, Software Engineering

Jul 2024

Rauf Denktas University - Lefkosa, North Cyprus

SKILLS

- Sales Leadership
- Analytical Thinking
- Self Motivation
- Stakeholder engagement
- Innovation management
- People and Culture
- Employee Motivation and Performance
- Time management abilities
- Balanced Work Ethic
- Time Management
- Problem-solving aptitude
- Easily Adaptable
- Attention to Details
- Cultural Awareness
- Analytical and Critical
- Public Speaking
- Client Relationship Management
- Employee Engagement
- Interpersonal Communication
- Resource Allocation
- Crisis communication
- Effective Communicator and Public Speaker
- Teamwork Abilities
- interpersonal Skills
- Microsoft Office
- HTML and CSS

COMMUNITY SERVICE & VOLUNTEER WORK

Poll Officer. 2017 and 2021

National Election Commission of Liberia