

## PROFESSIONAL EXPERIENCE

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**Co-operative Development Foundation of Canada (CDF)**

***Social Media Advisor and Trainer***

*Bogota, Colombia*

Jan. 2018 – Dec. 2018

Designed and delivered on-site social media training workshops and technical manuals for a hundred agricultural cooperative organizations across Colombia on content creation and profile maintenance to promote their businesses, activities, and products to multi-stakeholders and clients.

**United Nations Development Programme (UNDP)**

***Communications Specialist***

*Juba, South Sudan*

April 2016 – January 2017

Produced and implemented a communications and advocacy strategy to increase the visibility of a peace and stabilization project involving the governments of Norway, Ethiopia, Kenya, and Uganda to strengthen South Sudan's civil service.

**Various Clients**

***Communications Consultant***

*Gaborone, Botswana*

March 2015 – February 2016

Provided communication services to businesses, charities, civil society organizations, and professionals in Botswana and South Africa, including the Rainbow Coalition of Botswana, the Young Women Leadership Association of Botswana, the Women's NGO Coalition of Botswana, and South Africa Gender Links.

**National Aids Coordinating Agency (NACA)**

***Communications Adviser***

*Gaborone, Botswana*

February 2014 – February 2015

Developed and managed a communications strategy focused on increasing awareness of HIV/AIDS issues related to key populations identified by the United Nations.

**International Institute for Sustainable Development (IISD)**

***Web Content Analyst***

*Winnipeg, Canada*

July 2013 – January 2014

Analyzed and interpreted complex scientific research, translated it into clear and concise copy in compliance with SEO and accessibility best practices.

**International Institute for Sustainable Development (IISD)**

***Communications Associate***

*Winnipeg, Canada*

April 2012 – April 2013

Identified and produced success stories based on IISD's body of research for its case for support and designed and produced its monthly internal e-newsletter.

**Journalists for Human Rights (JHR)**  
**Journalist and Media Trainer**  
*Blantyre, Malawi*  
June 2011 – Feb. 2012

Mentored local journalists from Blantyre News Limited (BNL) weekly newspaper on finding and developing feature stories on issues like mental health, labour rights, gender issues, and access to education.

**ParlAmericas**  
**Programme and Communications Officer**  
*Ottawa, Canada*  
January 2010 – June 2011

Reported to the Director General and the Executive Committee comprised of 12 parliamentarians in the Americas, successfully designed and implemented a strategic communications programme and a new website; facilitated the regular monitoring and evaluation of the implementation of all projects and programmes.

**ROKon Magazine**  
**Managing Editor and Contributor**  
*Seoul, South Korea*  
April 2007 – March 2008

Managed a national, bilingual (English and Korean) culture and entertainment publication with a monthly circulation of 2,500 issues.

## EDUCATION

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**Certificate of Website Development**  
*Southern Alberta Institute of Technology, Calgary, Canada*

January 2019 – June 2019

**Master of Arts, International Migration and Ethnic Relations**  
*Malmö University, Malmö, Sweden*

August 2008 – June 2009

**Bachelor of Journalism Combined Honours with Political Science**  
*University of King's College, Halifax, Canada*

August 2001 – April 2006

## TECHNICAL SKILLS

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Communication and collaboration tools

Dropbox, FaceTime, Google Drive, Google Hangouts, Slack, Skype (for Business), WhatsApp, Microsoft Teams.

Content management systems (CMS)

Blogger, customized CMSs, SquareSpace, Tumblr, Wix, WebFlow, WordPress

Editing software

Audacity, Adobe Creative Suite, Canva, iMovie  
ScreenFlow, PiKtoChart

Operating systems

Microsoft and MacIntosh

Photography

DSLR photography (Nikon)

## **Social media**

Facebook, Instagram, LinkedIn, Medium, Pinterest, Reddit, Twitter, VSCOcam, WhatsApp, YouTube

## **Marketing**

SEO, Google Analytics, StatCounter, Google Tags, MailChimp, Tiny Letter

## **Software skills**

Adobe Creative Suite (Illustrator, InDesign, Photoshop, Lightroom), Microsoft Office Suite (Word, PowerPoint, Outlook, SharePoint), Microsoft Client Relations Manager (CRM), Google G Suite and Google Docs

## **Website development**

AWS, Bootstrap, CSS(3), GitHub, HTML(5), JavaScript, MySQL, PHP, Sass, Sketch, Zite, UX, UI