

Phionah BATAMULIZA

Development Professional | Development Specialist | Program Coordinator

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PROFESSIONAL SUMMARY:

Highly motivated and results-oriented professional with a Bachelor of Arts in Development Studies. Skilled in collaborating effectively within team environments to achieve shared goals. Adept at meeting deadlines, with exceptional interpersonal skills and a proven ability to build strong professional relationships. Deeply committed to continuous learning and professional development, consistently seeking opportunities to enhance expertise and contribute to organizational success

With a strong commitment to staying abreast of emerging technologies, I leverage my technical expertise to implement innovative solutions and streamline processes. A collaborative team player, I possess excellent communication skills and thrive in fast-paced environments. Ready to contribute expertise and drive transformative change in an organization.

AREAS OF EXPERTISE

- E-Marketing.
- Strategic Planning.
- Project Management.
- Research and Data Analysis.
- Policy Analysis.
- Project Management.
- Customer Relationship Management
- Microsoft Office Word.
- Microsoft Office Excel.
- Microsoft Office Power Point.
- Microsoft Office Outlook.
- Google Sheet & Doc
- Program Coordinator
- Strategic Planning.
- Project Management.
- Research and Data Analysis.

PROFESSIONAL EXPERIENCE:

Researcher: Institute of Law, Policy Research and Human rights Zambia-Lusaka

MAY - OCTOBER2024

- Facilitated training workshops for students and professionals on research ethics, data collection, and analytical techniques.
- Promoted knowledge exchange through webinars, community outreach events, and public engagement initiatives.
- Supervised and mentored junior researchers and interns, providing guidance on research methodologies and project execution.
- Ensured ethical standards and compliance with institutional and regulatory guidelines in all research activities.
- Engaged with community members and stakeholders to gather insights and ensure research relevance and impact.
- Organized stakeholder meetings and focus groups to align research objectives with community and institutional needs.
- Conducted literature reviews to stay updated on current research and identify gaps in development studies and related fields.
- Ensured ethical standards and compliance with institutional and regulatory guidelines in all research activities.
- Prepared policy briefs and reports to advocate for social and economic development based on research findings.

Program Coordinator Lupiva Financial Institution | Zambia-Lusaka

DECEMBER2022-MAY2023

- Supervised and supported program staff and volunteers, providing guidance and resolving issues as needed.
- Organized and facilitated workshops, training sessions, and community meetings to engage participants and disseminate information.
- Managed program budgets, including tracking expenses and ensuring financial accountability.
- Prepared detailed reports and presentations to communicate program progress to funders and stakeholders.
- Designed outreach campaigns to promote community participation and raise awareness of development initiatives.
- Managed logistics for program events, including venue selection, scheduling, and resource allocation.
- Ensured compliance with organizational policies and ethical guidelines in all program activities.
- Analyzed feedback from participants to refine program delivery and improve community engagement.
- Trained new staff and volunteers on program goals, protocols, and community engagement techniques.
- Maintained accurate program documentation and databases to support reporting and future planning.

- Monitored global development trends to align programs with international priorities and best practices.
- Collaborated with interdisciplinary teams to align programs with broader development goals and priorities.

Education:

Cavendish University Lusaka-Zambia

Bachelor of Arts in Development Studies – BDS

2020– 2024.

Karangazi Secondary School/Eastern Province- Nyagatare District

Rwanda advanced certificate of secondary education(A2) with an option in History, Economics, and Geography.

2017-2019

REFERENCES:

1. Mr. Simon Mwali.
[Tel:+260977301984](tel:+260977301984),
Email: dnkole@cavendish.co.zm
Finance Director at Zambia Cavendish University
2. Mr. Jean Pierre MAYERI.
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Email: mayeripierre@gmail.com,
Monitoring Evaluation, Accountability and Learning (MEAL) Officer at Caritas Rwanda
USAID Igire-Gimbuka.

I Phionah BATAMULIZA, certify that the information provided in this CV is true and correct to my best knowledge and belief.

Sincerely Yours,

Phionah BATAMULIZA.