**Curriculum Vitae**

**Comfort B. Togba**

**New Georgia Estate**

**Phone # 0886-587798**

**Email:comforttogba@yahoo.com**

**PERSONAL DATA:**

Name: Comfort B. Togba

Sex: Female

Date of Birth: January 3, 1978

Contact #: 0886-587798

Email: [comforttogba@yahoo.com](mailto:comforttogba@yahoo.com)

[comforttogba@gmail.com](mailto:comforttogba@gmail.com)

**PERSONAL STATEMENT**

A hard, reliable and trustworthy worker. Highly organized and efficient person. Able to manage own time effectively, and prioritize workload. Experienced at working to tight deadlines and under considerable pressure. A team player, friendly and approachable with excellent interpersonal relations skills.

## KEY SKILLS

Ability to manage time and prioritize workload to ensure efficient delivery of all aspects of tasks

* Regular user of Microsoft Office, including Excel, Word, Publisher, PowerPoint and Internet
* Project Management Skills
* Excellent communication skills, both written and verbal
* Good planning and organization skills
* Polite and professional manner
* Training/ Teaching skills
* Good administrative and supervisory skills
* High level of attention to detail

**EDUCATIONAL BACKGROUND:**

**Year Achievement/ Institution**

2009 Bachelor of Arts Degree Sociology

University Of Liberia

2006 Certificate, Self- Employment & Career Development

Latter Day Saints Employment Resource Center

2005 **Certificate** MS-DOS, MS-Word, MS- Excel

K2 College Computer Program

Data Technology Computer Literacy Program

1999 Certificate, Home Arts

Miatta Commercial & Vocational Training Institute

Paynesville, Monrovia

1998 High School Diploma & WAEC Certificate

College Of West Africa

Monrovia, Liberia

**PROFESSIONAL EXPERIENCE:**

**December 1, 2015- present (November 30, 2016)**

**Monitoring & Evaluation Supervisor**

**National Adult Education Association of Liberia (NAEAL)**

**Zubah Town, Rehab Road**

**Paynesville, Liberia**

**Duties/Responsibilities:**

* Assist the Project Manager in the day-to-day running of the empowerment project of adolescent girls
* Direct and spearhead monitoring of the Empowerment project for adolescent girls
* Prepare trainees’ assessments, business placement and monitoring forms
* Maintain trainees database
* Train other team members in data collection methods
* Track progress of project against define indicators
* Monitor and assess the regular attendance of field staffs and adolescent girls to sessions and participation in extra curriculum activities
* Plan and submit weekly activities plan in conformity with plan and project ToR
* Submit monthly activities report

**October 21, 2013- June 30, 2014**

**Private Sector/ Business Liaison Officer**

**Liberia Entrepreneurial & Economic Development (LEED)**

**Old Road, Congo Town**

**Duties/Responsibilities:**

* Served as liaison with the strategy stakeholders to LEED (Private Sector, government ministries, churches, community leadership, NGO’s, etc.)
* Researched and kept department informed and updated on marketable skills on the labor market
* Communicated with stakeholders and partners via phone, email, regular correspondence and in person
* Coached and prepared trainees for job interviews with prospective employers
* Assisted in community engagement activities
* Solicited sponsorship for the project’s trainees
* Developed and built strategic partnership relationships with all relevant players
* Produced activities reports
* Organized workshops and seminars as were required
* Identified and recommended job opportunities in labor market
* Performed cross functional duties

**October 1, 2009 – July 30, 2012**

**Business Development Officer/ Placement Officer**

**American Refugee Committee (ARC)**

**Congo Town, Monrovia**

**Duties/Responsibilities:**

* Ensured that beneficiaries were all engaged into business and worked closely with Private Sector and other stakeholders to solicit their support towards the program beneficiaries by providing micro-finance, micro-franchise and business placement opportunities
* Served as an assistant to the program manager and served as program manager in his absence
* Worked closely with the private sector, community members and other stake holders to ensure they were informed on the project and to solicit their support to the project
* Supervised and coordinated the daily activities of the Business Development Agents and compile their weekly and monthly report
* Organized workshops, community events and seminars as were required
* File all project documents for easy access
* Took down minutes during coordination meetings
* Provided technical assistance to local partners in business training and program implementation through regular visits and correspondence
* Completed the appropriate paper work and reporting on time to facilitate Program Manager’s activities and to ensure accurate and timely reporting
* Monitored and evaluated beneficiaries’ progress and project impact on an ongoing basic
* Mentored individual beneficiaries by providing business counseling and technical start-up support, while monitoring to meet regulations of program or entrepreneurship/ Job placement
* Performed other duties as assigned by Program Manager

**September 2002- February2004 &**

**September2008– September2009:**

**Home Arts Instructor**

College Of West Africa

Ashmun Street, Monrovia

Duties/Responsibilities

Taught senior high students home arts skills (baking, sewing, crocheting interior decoration, etiquette, etc.)

**February 2008- September 2009**

**Cashier/ Sales Representative**

Brandbrie’s Sports & Fitness Center

Buchanan & Front streets

**Duties/Responsibilities:**

* Was responsible for financial transactions, customer service, and compiling and submission of daily sales report

**2005 -2006:**

**Tailoring Instructor**

LCA/ LCIP- USAID Skills Training Program

Bong Mines, BongCounty

Duties/Responsibilities:

* Trained ex-combatants and war affected youths basic tailoring skills

**Hobbies/ Interests: Singing, reading, event planning, decorating, catering, baking (birthday cakes, wedding cakes, pastries, etc.)**

**REFERENCES:**

1. Mr. Eugene L. Beleto

**Grant Manager**

**Partners in Health**

Cell #:0886828790 /0777428790

2. Ms. D. Adjwoa ,Mensah

**Country Accountant**

IBIS Liberia

9th Street, Sinkor

Email[:adjwoa@ibiswestafrica.com](file:/C:/Users/Sametta/AppData/Local/Microsoft/Windows/Temporary%20Internet%20Files/Low/Content.IE5/720JPZVD/:%20adjwoa@ibiswestafrica.com)

Cell: 0886520858