

Vonette Aboe

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WORK EXPERIENCE

Administrator | ADVISE International

Dansoman | Aug, 2022-Present

Non-governmental Organisation

- Strategically coordinated logistics and transportation requirements for diverse programs and projects such as the annual end of year outreach program and empowerment program at Save Them young Orphanage
- Orchestrated a unique approach that streamlined operations, ensuring cost-efficiency and on-time execution, while significantly enhancing project impact and community satisfaction
- Applied Monitoring and Evaluation criteria in selecting the target group for the implementation of a STEM Clinic at Village of Hope, and at the same time gathered resource persons, trained volunteers and continue to monitor and evaluate how the project is positively impacting the youth.
- Implemented a comprehensive project and financial reporting system significantly enhancing decision-making processes, resulting in more timely and strategic decisions.

Sales Manager | Eggciting Solutions

New Aplaku, April 2021-Present

Agri-business solutions

- Achieved successful market expansion through the innovative integration of digital and in-person channels and promotions, which resulted in a significant increase in market and customer engagement.
- Managed the day-to-day operations of the business, applying advanced management strategies to enhance efficiency and effectiveness
- Devised and executed comprehensive sales strategies and oversaw all aspects of sales operations

Administrator | El-Bethel Missions

Laterbiokorshi, Oct, 2018- Mar 2020

Primary School

- Oversaw daily operations at the school, taking charge of financial management which included expense regulation and payroll administration for all staff
- Successfully led the seamless relocation of the school's premises while playing a key role in establishing essential regulations, policies and the school's vision.
- Spearheaded the execution of various school events throughout the academic year.

Research Assistant | Science and Technology Policy Research Institute (STEPRI-CSIR)

37, Sep 2017- Aug 2018, National Service

Governmental institution that deals with policymaking to aid stakeholders in the scientific and industrial sector

- Acted as a point of contact for scientists and external stakeholders, proficiently recording meeting minutes, and facilitating structured communication.
- Aided with data collection, surveys and ensured seamless coordination between scientists and external partners
- Utilized Statistical Product & Service Solutions (SPSS) software for data interpretation, enhancing the accuracy of scientific analysis and reporting.

EDUCATION

Project Management Certificate, 2024

The course was run by USAID.

Monitoring And Evaluation Certificate , 2024

The course was run by USAID

Masters in Development Studies

University of Cape Coast • Mar 2024

The degree was centered on Project Management, Gender, Human Resource Development and Rural development.

BA Political Science & English

University of Ghana • Nov 2017

WASSCE High School Certificate

Wesley Girls High School, Cape Coast • May 2013