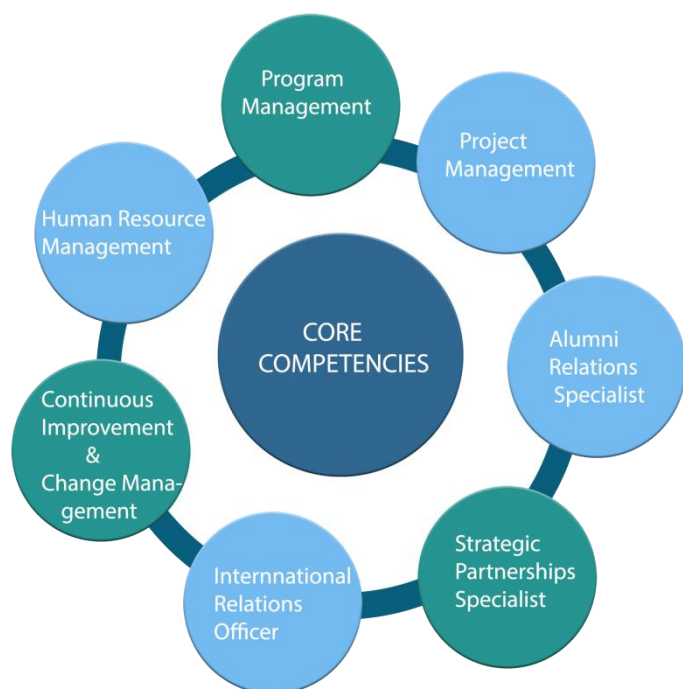


STRATEGIC PARTNERSHIPS AND EVENTS COORDINATOR CONTINUOUS IMPROVEMENT & PROJECT MANAGER

TARGETING NEW HEIGHTS OF SUCCESS WITH INTEGRITY, HARD WORK & DEDICATION, AND LEAVING A MARK OF EXCELLENCE ON EVERY STEP WITH A COMPANY PROVIDING CONTINUOUS LEARNING AND DEVELOPMENT OPPORTUNITIES IN A FAST-PACED AND CONTINUALLY EVOLVING ENVIRONMENT

SKILLSET



PROFICIENCY MATRIX

- **Seasoned big picture thinker and vision seller offering 6+ years** in Programs Management, Project Management, International Relations and Strategic Partnerships and as well as developing the vision statements and being adapt at selling the program/project vision and benefits to various stakeholders.
- **Rich experience** in identifying and managing continuous improvement projects to further improve the program/project processes and or aspects.
- **Leveraged prowess** in building relationships, delegating and empowering team members and able to collaborate with different functions in the organization and as well as improving the systems, tools and capabilities within the organization.
- Ability to build, coalesce, and champion the team to deliver solutions that will satisfy the company's goals and customer's needs, creating a common purpose while driving participation, collaboration, and integration and as well as making tough decisions.
- **Expertise** in project basics: Developing program scope, budget, and schedule and then managing them, and as well as being able to read people and how they are reacting to a given situation.
- **Expert** in planning, leading, and coordinating improvement initiatives

CAREER TIMELINE



EMPLOYMENT OUTLINE

Jun. 2021 - Present with Northrise University as Strategic Partnerships and Events Coordinator

Growth Path

Strategic Partnerships and Events Coordinator (Jun. 2021 - Present)

Alumni Associate (Oct. 2018 - May. 2020)

Recruiter and Administrative Intern (Aug. 2016 - Dec. 2016)

Key Deliverables:

- Interfacing with local and foreign partners.
- Coordinating and managing the participation of administrators, academic leaders, volunteers and the development of staff in the University's fundraising activities.
- Developing and implementing strategic steps to build relationships that results in support of students.
- Communicating the NU story to prospective donors, Prepare written proposals, information materials, and other materials needed to secure gifts.
- Maintaining contact with and developing grant proposals for foundations and corporations as an income generating activity for the University.
- Maintaining a centrally coordinated database for foundations and corporate files, records and reports.
- Facilitating fundraising training opportunities for development of staff, academic leaders and volunteers.
- Developing strategies for specific industry components to tourism, mining agribusiness, retail, finance, energy, engineering and technology and consumer good services.
- Overseeing the University Entrepreneurial Program for graduating students and intern opportunities for NU junior and senior students.
- Identifying, organizing and executing opportunities for public engagement, professional development of the alumni community.
- Representing the University to government and industry, and facilitating interactions between the University and these agencies.
- Implementing multi-faceted programs for alumni and students that increase goodwill and engagement with the University.
- Identifying and training alumni volunteers and leaders. Driving the establishment and maintenance of an accurate alumni database.
- Planning and actively supporting all aspects of chapter/branch events, reunion program development and regional alumni programming.
- Leading a University-wide program to recognize alumni contributions and achievements.
- Providing leadership and support for the Alumni Association, including the recruitment of new members, defining responsibilities, planning meetings, and enhancing the visibility of the Alumni Association.
- Managing the Alumni Relations Office and ensuring that it is operating in an efficient manner which advances the University's goals and objectives, as well as strategizing the direction of the Alumni Association.
- Developing and managing the annual budget, including all Alumni-related revenue generating budgets.

May. 2020 - April. 2021 with the African Union Commission as Human Resource Associate

- Ensured smooth matching process of host organizations with over 800 volunteers on the Volunteer Management System, by matching the host organization's needs and job descriptions with the AU Volunteers qualifications and professional experiences.
- Facilitated contracting (from the interview process to finally the candidate having an actual contract, and pre-arrival logistics of new Volunteers at the AUC to finally making sure that the volunteers arrive safely at the host organization.
- Provided volunteer's onboarding support and settling-in making sure that the volunteers receive their settling in allowances, their AUC service passport and making sure HR has captured their details and appear on the payroll, basically, provided support throughout their deployment and post deployment logistics and as well as facilitated their exit from the program.
- Maintained proper documentation of all volunteers. Responded to concerns of volunteers on the field across the continent and handled disputes and disagreements between volunteers and their host organizations.

Volunteer Capacity Development and Reporting

- Ensured that volunteers submit their regular reports, annual work plans and other tools as part of the assessment process.
- Identified capacity development and training opportunities for the AUC volunteers (Under this, organized a facilitation training for the volunteers with Generation Unlimited).
- Improved on volunteer monitoring and evaluation tools by introducing a volunteer management tracker, tracking individual issues faced by volunteers, introduced volunteer achievement form for easy of evaluation.
- Developed Alumni Engagement processes. Worked with the core team to develop a continental Volunteer Linkage Platform.
- Assisted in the selection of over 30,000 volunteers for the African Union Youth Volunteer Corps. Assisted with the development of an e-learning and development platform for the AU Youth Volunteer Corps.
- Provided regular reports and impact assessments.
- Produced regular advocacy and communications materials.
- Organized international volunteer's day event on the 5th of December 2020.
- Provided support during volunteer training and other activities of the African Union Youth Division.
- Designed the African Union Young Professionals Exchange Program.
- Designed a Leadership learning framework.

- Rewrote the AUYVC Training manual and aligned needs to the program.
- Designed a training package for AUYVs. Proposed a mentorship/ buddy system for volunteers.
- Developed an Alumni Constitution to govern the AUYVC Alumni Association across the African continent.
- Initiated the African Union Commission Alumni Connect Platform, (A platform that connects all alumni online, containing resources and opportunities) where alumni can interact online.
- Designed the AUVC Case Tracker (these are cases of volunteers across the continent)
- Participated as a facilitator in the AU/UNICEF trainer of trainers workshop
- Supported in developing a continental framework on volunteerism that will share the guiding principles and minimum standards for the promotion, recognition and facilitation of volunteerism in Africa
- Ensured development of contents and supporting documents such as: Training Content, Pre and Post test questions, and run of show for the following sub module – AU & AUC, and made sure content and materials are available on the AU learning platform, and as well as Pre and Posttest questions for training Participants to answer. Developed a comprehensive AU-YVC (African Union Youth Volunteer Corps) Alumni Platform Concept, and as well as an AU-YVC Alumni strategic Plan.
- Developed the AUC-YALI Alumni Programme

PRIOR WORK HISTORY

United Nations Industrial Development Organization. as an Independent Consultant (Nov. 2017 - Dec. 2017)
African Life Financial Services as a Portfolio Investment Sales Representative (Sep. 2017 - Oct. 2017)
Vodafone Zambia as a Small and Medium Sized Enterprise Sales Representative (Feb. 2017 - Aug. 2017)
Global Impact Initiative Zambia as an Executive Director (Jan. 2015 - Dec. 2015)
Junior Chambers International Namibia as a Board Member (Feb. 2011 - Dec. 2011)

EDUCATION CREDENTIALS

- Masters of International Relations and Development, MULUNGUSHI UNIVERSITY (CURRENTLY PURSUING)
- Bachelor of Project Management with a minor in Human Resource Management, NORTHRISE UNIVERSITY.
- Civic leadership, UNIVERSITY OF SOUTH AFRICA GRADUATE SCHOOL OF BUSINESS LEADERSHIP (UNISA SBL).
- International Exchange Alumni, UNITED STATES OF AMERICA DEPARTMENT OF STATE, BUREAU OF EDUCATIONAL AND CULTURAL AFFAIRS, WASHINGTON DC, USA

Certifications: Understanding Human Rights | Understanding the rights of Women and Girls | Community Organizing for Action | Design Driven Entrepreneurship | Fundraising Concepts | Workforce Collaboration and Development | Understanding Climate Change | Creating and Maintaining Social Enterprise | Management Strategies for People and Resources | Strategies for Personal Growth and Development | Fundamentals of Starting and Running a Business | Servant Leadership | Effective Communication for Healthy Outcomes | Basics of Public - Private Partnerships | Understanding Renewable Energy | Responsible Leadership on Transparency and Good Governance |

PERSONAL DOSSIER

Language Purview: English | Date of Birth: 31th October 1991
Nationality: Zambian | [LinkedIn](#) ·