

## PROJECT ASSISTANT

### Professional Overview

I aspire for a challenging position in a professional organization where I can enhance my skills and strengthen them in conjunction with the organization's goals. I am a multi-talented, respectful, assertive and willing-to-learn young lady whose primary vision is to improve and positively impact the world in its social, economic and political environments. This is a multi-dimensional vision in which any aspect branching thereof I am willing to zoom into. I enjoy being part of any team which shares my vision or that which will be a stable stepping stone in helping me achieve this vision.

### Core Qualifications

- KEY COMPETENCIES
- Flexible and uses practical approach
- Excellent report writing and communication skills
- Highly computer literate on statistical packages
- Inquisitive, innovative and results oriented
- Initiative and eye for detail
- Service orientation
- Active Listening
- Administrative management
- critical thinking
- grant writing
- goal setting and implementation
- program development
- public relations
- team building
- writing

### Accomplishments

#### Project Management

implemented project with the assistance of the Senior Advisor which increased the agriculture sector productivity

#### Education

Bachelor of Arts : Development Studies 2014 Midlands State University City , State , Zimbabwe

#### Development Studies

High School Diploma : Monitoring & Evaluation 2015 University of Zimbabwe City , State , Zimbabwe

Executive Certificate in Project Management, Monitoring & Evaluation

March- 2014 October) Overall Degree Class: 2.1 Dissertation: Distinction Executive Certificate in Project Management, Monitoring and Evaluation with the University of Zimbabwe ACHIEVEMENTS Certificate in Post-Harvest Management and Grading of Cereals, Pulses and Oil Seeds Certificate in Fish Farming as a Business (Aquaculture) Served in the Midlands State University Electoral College for Students

Representative Council (SRC)

Advanced Level - (2009- 2010) Denmark Training Services 3 subjects (Sociology, History and Divinity) 12 Points Ordinary Level - (2004-2008)

Roosevelt Girls' High 5 'O' levels

Thesis/Dissertation

The role played by Netherlands Development Organization in promoting poverty alleviation for smallholder farmers in Domboshava using the Market- Based Approach (The SNV Case 2012-2014)

#### Languages

English and Shona

#### Experience

Project Assistant 12/2014 to 12/2015 Company Name City , State

- Company Netherlands Development Organisation (SNV) Position Project Assistant for Rural Agriculture Revitalisation Programme - Commercialisation of Smallholder Farming Project Assistant of the Rural Agriculture Revitalisation Program being implemented by SNV in all the 8 rural provinces.
- This \$6 million Danida funded program which is coming to an end on 31 December 2015 has the following components ;value chain development (oil seeds, horticulture and dairy), value chain financing, matching grant facility for SMEs, e-Extension, agro-dealer development and Pilots and Studies.
- Some of my responsibilities include: Monitoring and Evaluation Assisting in project monitoring evaluation and timeous reporting on the same as required Assisting in the contribution of feedback processes, coaching and evaluation of achieved results for client and SNV Assisting in proposing corrective measures and lessons learnt based on evaluations Knowledge development and communication Implementing the process of documentation and knowledge development in the project and facilitate sharing with stakeholders Developed a concept note of fisheries Assisting in ensuring that lessons learned are shared and applied in daily practice Ensuring submission of quality reports by Local Capacity Builders Support to project administration Assisting in facilitation of training workshops and report writing Coordinating stakeholder field visits Keeping agenda up to date, arranging meetings and appointments Assisting in the drafting of proposals Assisting in the Company Netherlands Development Organisation (SNV).

Agriculture Sector Intern 06/2014 to 08/2014 Company Name City , State

- 3 months contract assisting a FAO Funded Project that was aimed at sustaining and improving the livelihoods of vulnerable and emerging

rural farming households in Zimbabwe and thus reduce their dependency on humanitarian assistance.

- The project was meant to build capacity of farmer groups so that they provide essential production, marketing and business development services to their members.

Attache 05/2013 to 02/2014 Company Name City , State

- I was an attachÃ© under the RARP- CSF programme in the Agriculture sector from May 2013 to February 2014.
- During the time I was attached I provided both administrative and programme support and back up assistance for the sector specifically RARP- CSF.
- Whilst working with the Agriculture sector, I acquired an understanding of development work and my duties included: Strengthening the documentation process and the process of data collection, data entry analysis as well as contributing towards the development of case studies and related articles for publication Supporting the development of a data management system to ensure safe and efficient upkeep of RARP programme documents Payments compliance and processing Assisting with regular field visits for data collection and analysis Assist with coordination of stakeholder field visits Preparing requests for funds to support project activities.
- Maintaining inventory of project assets/resources Organizing venues and invitations to project meetings - making travel arrangements Taking minutes during meetings or key events for dissemination Participating in the development and application of monitoring and evaluation tools and reporting systems.
- Sharing of project reports and activity plans with key stakeholders.

#### Personal Information

Date of birth: 01 June 1991 Citizenship: Zimbabwean National I.D: 63-1419015 Q24 Gender: Female Marital status: Single

#### Fellowships and Awards

Passed with a distinction in my final year dissertation

#### Additional Information

- PERSONAL DETAILS Date of birth: 01 June 1991 Citizenship: Zimbabwean National I.D: 63-1419015 Q24 Gender: Female Marital status: Single

#### Skills

administrative, approach, business development, coaching, communication skills, computer literate, concept, Council, client, data collection, data entry, data management, documentation, drafting, English, financing, funds, Maintaining inventory, marketing, meetings, Oil, Organizing, processes, Project Management, proposals, publication, quality, report writing, reporting, making travel arrangements, workshops, articles Presentations

1. Prize giving day (Headgirl Speech)

2. presentation on the project to colleagues

#### Memberships/Scholarly Societies

Monitoring and Evaluation Group

Sustainable Agriculture

Inclusive business Forum