CURRICULUM VITAE

YESSEM GIRMA MEKURIYA

CONTACT DETAILS

Phone: 251 904141955/ 251 910286289

Email:peonyessem@gmail.com,

|  |
| --- |
| EDUCATIONAL BACKGROUND, TRAININGS AND QUALIFICATIONS |

* Addis Ababa University, Faculty of Business and Economics, Bachelor of Arts Degree in Accounting and Finance (major) and Business Management (minor), October 2001-July 2005
* Nazareth School (Catholic Mission Girls School), Certificate of successful completion of Secondary School, Addis Ababa, 1998-2001

CERTIFICATIONS, TRAININGS AND QUALIFICATIONS

* Certificate of completion of the five-part diversity training series, July – September 2017, Peace Corps Ethiopia
* Excellence in participation and deep appreciation for professional dedication on the Peace Corps Small Grant Workshop, The Gambia, 18 – 22 August 2015
* Completion of the facilitation of Peace Corps booth camp, 27 April – 1 May 2015, Peace Corps Ethiopia
* Certificate of completion, Africa Monitoring, Reporting and Evaluation workshop, Peace Corps, September 2013, South Africa
* Certificate of training on trends and family CPR; basic life support course based on 2006 guideline of American Heart Association, Health Unit of Medical staff of US Embassy, Addis Ababa, 29 July 2010
* Certificate of completion, diversity and resiliency training of trainers (ToT), Peace Corps Ethiopia, 8 March 2010
* Certificate of completion, Peach tree accounting, January 2007- February 2007, Addis Beza Computer Engineering PLC
* Certificate of completion on strategic human capital management and 360 performance appraisal training, Development Partners, 24 September 2006
* Certificate of appreciation, on giving the summer youth community service campaign, Addis Ababa Youth Association, July – August 2004
* Certificate of appreciation, giving technical support and coordinating activities in the effort to reduce the generation from HIV/AIDS and other reproductive health problem from 14 July 2003 – 9 October 2003, Addis Ababa City Government, HIV/AIDS Prevention and Control Office, 9 October 2003

|  |
| --- |
| CAREER HISTORY |

1. **World Resources Institute (WRI) ( May 21 –December 21,2021)**

*Project Management*: Support project managers in coordinating with external partners and liaise with WRI program and operational staff with WRI Africa and WRI Global offices

* Supported project managers in the development and tracking of project work plans, deliverables, and task assignments
* Processed contracts, work orders, and other formal documentation for project commitments
* Monitored program/project performance against contract requirements.

*Financial Management*: Regularly reviewed, updated, and monitored all transactions, commitments, and revenue prospects for all cities and urban mobility projects in collaboration with project managers.

* Advised project managers on budget management, including use of advanced budgeting software, monthly financial tracking, and expense forecasting and revenue analysis.
* Provided timely financial reports and analysis to project managers and program operations staff under supervision.
* Supported outreach efforts on behalf of projects

*Grant Management*: Drafted grant budget proposals and assisted in the collection & submission of formal proposals for all team fundraising efforts for multiple project grants

* Prepared proposal and grant reporting documentation packages for internal review
* Supported donor and grant management by keeping internal database up to date
* Ensured team compliance with terms and conditions of complex grant and contract agreements

*Administrative & Coordination Support*: Assisted in organizing and coordinating TRC Directors internal and external meetings.

* Liaised with external partners and WRI colleagues across programs and countries.
* Created a strategy for scheduling and agenda-setting to help the TRC Director identify and prioritize fundraising, speaking and partnership opportunities
* Recorded minutes of TRC Director meetings and ensured appropriate follow-up of all internal and external engagements
* Arranged international and domestic travel use office software to create drafts and summaries, including meeting pre-briefs and de-briefs
* Coordinated and scheduled team meetings
* Assisted in coordination of team’s planning process.
* Coordinated recruitment and managed onboarding of new staff members and interns, as needed

*Conference & Event Support*: Coordinated conference and event logistics for domestic and international meetings and workshops, including venue, catering, equipment, translators, travel and visa support.

* Coordinated event participant travel, accommodation, and any per diem support, including the proper documentation and compliance with any grant terms.
* Planned, coordinated, and managed informational and training webinars associated with project reports or methodologies to diverse, globally dispersed online participants
1. **Korean International Cooperation Agency (KOICA) Ethiopia**

**Assistant Program Manager** (July 2020 to May 14, 2021)

*Capacity Building*: led the capacity development activities for all programs both at host organization as well as KOICA head office.

* Provided guidance to volunteers in developing training curriculum, manuals, modules, relevant guidelines including training and learning materials (flip chart, flash card, process card, booklet, handout and video learning aid etc.)
* Developed strategy for building capacity of key stakeholders in volunteer area on education, health, gender, etc.

*Project Coordination*: assisted in coordinating volunteer field project schedules, resources, equipment and information.

* Liaised with volunteers to identify and define project requirements, scope and objectives.
* Ensured that host organizations’ needs are met within the project.
* Provided sound mentoring to the volunteers and their co-workers under the component for addressing time to time trouble shooting in coordination with KOICA.
* Liaised with field administration and partners for smooth implementation of main duties and responsibilities.

*Partnership Building:* Built rapport and strong relationship with government stakeholders (Regional officials and experts etc.) together with other pertinent government bodies (police, judiciary etc.) for facilitating the sustainable capacity building interventions as well as solving issues of volunteer activity’s area.

 *Monitoring and Evaluation*: checked the improvement of volunteer’s local language, the performance of the volunteer and provided support as per the need.

* Addressed disciplinary matters, major challenges faced and various activities of the volunteers in addition to the follow up regarding cultural adaptation.
1. **Peony Children Day care**

*Founder and director of Peony children day care* (October 2018 to date)

I took a career break and established a day care facility in Addis Ababa, in a local area called Summit. The day care provided service for 15 to 20 children aged 6 months up to 4 years. It has created employment opportunities for a total of six women (4 nannies and 2 cleaning crew).

As the director, I oversaw the day-to-day to activities of the center, monitored the health and safety of the children, conducted management and performance review, provided trainings for nannies, and collaborated with local administration officials regarding issues related to children welfare.

1. **Peace Corps Ethiopia**
* *Grants Assistant* (June2010 to March 2018)

The Small Grants Project is Peace Corps program for Health, WASH, Education, Agriculture and income regenerating activities with a combined annual budget between $500,000 to $1,000,000.

Main duties and responsibilities

*Project management*

* Served as contact person for Peace Corps and managed all activities related to Small Projects including reviewing proposals, interrogating financial proposals, liaising with volunteers conducting the project, liaising with different stakeholders, and compiling information for annual reports.
* Reviewed budgets of a variety of projects
* Reviewed narrative and financial project proposals and reports and provided feedback to volunteers.
* Conducted monitoring and evaluation visits of projects and reported to sector leads.
* Conducted joint project visits in coordination with USAID.
* Conducted project reviews to ensure that projects are in line with the rules, regulations & policies of the organization.
* Organized meetings with stakeholders, partners, and NGOs and presented projects’ achievements.

*Capacity building*

* Conducted trainings on application for small project funding assistance for volunteers;
* Conducted project design, management and budgeting (PDM) trainings for volunteers deployed at the four regions of Ethiopia (Amhara, Oromiya, SNNPR and Tigray)
* Conducted project design and management at regional based participants.

*Administration*

* Worked closely with Headquarters to process Volunteers’ projects, deployments and other related tasks.
* Conducted site identification particularly for projects related to education and environment sectors.
* Assisted in securing placements and accommodation for volunteers in the areas of their deployment.

*Program assistant for Health* (June 2008 to May 2010)

Main duties and responsibilities

*Partner Engagement*

* Established partnership with Federal Ministry of Health, regional, woreda and zonal health bureaus to facilitate volunteer placements, health project initiation, and implementation and follow up throughout Ethiopia.
* Conducted meetings with the above stakeholders representing Peace Corps Ethiopia
* Conducted deployment assessment to ensure alignment with Peace Corps Global requirements
* Liaised with different governmental agencies to secure information on security and safety.
* Provided orientations for local community stakeholders regarding Peace Corps and the role of volunteers in different communities as a way of introducing the volunteers to their host communities and assisting in their integration.

 *Capacity building*

* Provided trainings for volunteers at four stages of deployment alongside capacity building activities regarding project management.
* Provide introductory training for new volunteers regarding Ethiopia’s policy in relation to projects & overall functions, political context, traditions, customs and values. Depending on the area of deployment, I provide orientations regarding the context of each region.
* Provided in-service trainings on conducting need assessments, project design and management, grant applications, & financial management.
* Provided volunteer tailored trainings depending on the specific needs and challenges.
* Conducted mid-service monitoring missions and provided tailored trainings depending the challenges and opportunities volunteers encountered.
* Conduct trainings during project completion on how to properly close projects, how to prepare financial and project closure reports and how to handover.
* Ensure that projects are properly closed and are handed over to the host communities.

*Project management*

* Reviewed narrative and financial project proposals and reports and provide constructive feedback to Volunteers
* Reviewed budgets of projects for accuracy and ensured sound financial management is in place
* Conducted monitoring and evaluation visits of projects and provided feedback to program manager
* Participated as an active member of the Project Advisory Committee
* Conducted health projects framework revision twice a year, organized meetings with federal and regional health bureaus and presented revised and new projects to agree on feasibility and way forwards.
1. **Mesfin Construction PLC**

*Accountant* (25 September 2006 – 5 March 2008)

Main duties and responsibilities

* Provided financial information to management monthly
* Prepared all financial reports including asset, liability and capital account entries
* Documented financial transactions
* Prepare budget forecast
* Compute taxes and prepared tax returns
1. **St. Mary Catholic College**

*Lecturer* (4 October 2006 – 23 February 2007)

Main duties and responsibilities

* Provided courses to 10+1, 10+2 and 10+3 student of the college
* Provided courses of business administration, marketing, basic and advanced accounting, tax accounting and Peach tree
* Administered continuous assessment and evaluation tools to monitor & evaluate students’ performance.
* Developed examination questions, administered and graded exams.
* Submitted final reports to registrar office.

|  |
| --- |
| SKILLS |

* Language: Excellent in writing, reading and speaking of Amharic and English languages
* Computer: computer proficiency including Ms word, Excel, and others
* Knowledge of accounting principles and financial and budgetary analysis
* Very good skill in using Peach three accounting

REFERRANCE

* Dr.Daniel Okubit (PhD), Program Manager for Education, Peace Corps Ethiopia, Telephone: +251-911-507876 E-mail: dokubit@peacecorps.gov
* Beza Shiferaw, Human Resource Manager, KOICA,Ethiopia, Telephone:251953122376, E-mail: bezashiferaw46@gmail.com
* WroZebibMelke, Safety and Security Assistant, Peace Corps Ethiopia, Telephone: +251-930-034796 E-mail: zmelke@peacecorps.gov