

John Doe

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PROFESSIONAL SUMMARY

Nonprofit professional with 8 years of experience in planning, budgeting, implementation, monitoring and evaluation in the domain of Microfinance and social entrepreneurship.

Key Skills

- Certified in microfinance
- Grants application writing
- Budget management
- Community development
- Market research
- Reporting
- Financial literacy
- Team management
- Trainings facilitation and organization
- Womens empowerment
- Project management
- Monitoring and evaluation
- **Computer skills:** Microsoft Office
- **Language skills:** Fluent in English and French

EDUCATION

Master of Science in Nonprofit Mnaagement and Social Entrepreneurship **05/2019**
University of Baltimore, Baltimore, MD

Master of Science in Economy and Management Science **10/2009**
University of Koudougou, Koudougou, Burkina Faso

PROFESSIONAL EXPERIENCE

Entrepreneurs du Monde (EDM), Ouagadougou, Burkina Faso **09/2009 - 02/2014**
French international nonprofit organization promoting Microfinance in more than 10 countries.

Director of Operations, Nafa Naana Microfinance Project (01/2013 - 02/2014)

- Organized product procurement, negotiated contracts for supplies, managed inventor
- Hired team and coordinated 9 commercial agents and field staff activities
- Reached 95% of the sale goals by promoting the products to major accounts (women's groups, associations, Decentralized Financial Systems (DFS))
- Designed and administrated training modules in management to more than 65 groups
- Recorded and managed 23 credits of KIVA (online lending platform) beneficiaries

Manager Social Entrepreneurship and Sustainable Development (09/2009 - 12/2012)

- Established a network of 26 shopkeepers, trained them on cash management, inventory of products and sales techniques
- Analyzed 13 small businesses financial statements in order to finance them
- Conducted market research and contributed to the creation of Nafa Naana's identity branch
- Planned and budgeted annual activities, prepared progress reports and projects
- Researched three sustainable development pathways for their dissemination and promotion in three areas: economic, technical and environmental aspects
- Wrote annual reports for donors and prepared preliminary documents for writing funding applications: feasibility studies, logical frameworks, timing and budgets (\$784,000)
- Developed surveys to measure the acceptability of improved stoves, wrote an operational action plan for a pilot phase and future success

PROFESSIONAL DEVELOPMENT/AFFILIATIONS

American Association for Public Administration (ASPA) **03/2017-Present**

Global Social Venture Competition (GSVC), Finalist Team Member **04/2016**
University of California, Berkeley, CA