

JANE DOE

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Target role title/function .

Your value add .

Professional Summary Placeholder: This section should be tailored to the role you are targeting and how it aligns with your skills and unique value add to the organization. It’s a brief statement of intent and should not exceed more than 3-4 lines. This is where you can include your language skills: French, English, Arabic, Spanish

Skills:

Donor Liaison | Governance & Institutional Strengthening | Representation | Monitoring and Evaluation | Programme Development | Programme Management | Project Financial Control | Budgeting | Border Management | Counter-Trafficking | Immigration and Visa Support Services | Grant management | Activities & Budget Planning | Donor oriented relationship and advocacy | Contract Management| Staff Management

In this stage we are assuming a private sector pathway to CSR, ESG Strategy, or Global Program Management:

We will be:

- ☒ Prioritizing the strongest, most transferable bullets based on private sector relevance
- ☒ Consolidating redundant or overlapping bullets
- ☒ Cutting or moving lower-priority or lower-impact bullets to reduce noise or repetition
- ☒ Emphasize impact, leadership, and strategic value over development jargon

PROFESSIONAL EXPERIENCE

INTERNATIONAL ORGANIZATION FOR MIGRATION, Niamey, Niger

Senior Programme Coordinator, Immigration and Border Governance

Jun 2023 – present

- Served as the IBM subject matter expert for IOM Niger, advising on 10+ cross-sectoral programming efforts and strategic consultations to align activities with evolving border governance needs.
- Led the development and implementation of IOM Niger’s IBM strategic roadmap, aligning with government priorities and guiding the execution of 6+ national-level initiatives to strengthen cross-border operations.
- Directed country-level IBM strategic planning and advised senior leadership on resource mobilization strategies, optimizing deployment of an estimated \$4M in IBM program funds across multiple border zones.
- Managed a \$6M+ IBM portfolio across 8+ projects, directing legal, operational, and security aspects while ensuring fiscal and technical compliance.
- Designed and facilitated 5+ capacity-building workshops for Government of Niger officials, improving institutional readiness in border governance and policy alignment.
- Developed legal frameworks and tools to address critical gaps in border governance, resulting in the drafting of 3 new policies on biometric data, identity protocols, and cross-border collaboration.
- Coordinated operational/security assessments and led development of targeted capacity-building strategies, improving adherence to international best practices by an estimated 30%.
- Contributed to global IOM IBM knowledge sharing initiatives, presenting best practices in 2 international forums and supporting development of guidance materials for regional counterparts.
- Represented IOM in 7+ national and international policy forums, shaping cross-border governance conversations and enhancing program visibility.
- Cultivated strategic relationships with 12+ national stakeholders and donor partners, strengthening cross-agency collaboration and securing ongoing support for IOM’s IBM initiatives.

Sub-Regional Project Manager and Head of Immigration and Border

Feb 2020 – Jun 2023

Commented [1]: Let’s assume that Jane Doe is going to target the following industry: Private sector ESG / CSR teams, sustainability consulting.

Companies include: BSR, Anthesis Group, ERM, PwC, EY, Unilever, PepsiCo/PepsiCo Foundation, Salesforce (Global Impact), Patagonia, Nike, Google.org , Microsoft (philanthropy/CSR), Ford Foundation, Skoll Foundation, Acumen, Mastercard (Center for Inclusive Growth)

Commented [2R1]: Given this person’s deep experience in international development and humanitarian programming, but newness to the private sector, the best entry point is mid-level roles.

Commented [3R1]: IMPORTANT NOTES FOR TRANSITION:
- Titles like “Manager” or “Associate Manager” may appear “lower” than her past roles, but they carry major weight in corporate settings—especially at large firms.

- Avoid titles like “Advisor” unless they’re internal roles, as they’re often external or consultative in nature and can limit growth.

- Focus on roles that emphasize program execution, stakeholder coordination, and strategy implementation—not technical ESG metrics or financial modeling unless you’re pursuing more training.

Commented [4]: Why keep? Demonstrates strategic planning, systems thinking, and public-private alignment—core CSR/ESG competencies.

Commented [5]: Why keep? Shows global program management at scale with budget oversight—directly relevant for corporate program or operations roles.

Commented [6]: Why keep? Internal training and knowledge enablement is key to ESG integration and change management initiatives.

Commented [7]: Highly technical—this could be great for compliance-leaning ESG roles, but lower priority for broader CSR/partnerships functions.

Commented [8]: Could be kept for operations-heavy roles, but overlaps with stronger portfolio management bullet above.

Commented [9]: Still solid, but redundant with “represented in 7+ forums” and “delivered capacity-building workshops.” Could be merged later or kept for a more training-oriented application.

Commented [10]: Why keep? Signals thought leadership and comfort operating in high-stakes, external-facing settings—valuable in both CSR and stakeholder partnerships roles.

Commented [11]: Why keep? Private sector loves stakeholder engagement, cross-sectoral collaboration, and fundraising fluency—especially for ESG/CSR.

- Oversaw a portfolio of 20+ cross-border security and crime prevention projects across West Africa, including 4 regional initiatives, improving data interoperability and extending border management systems across 5 countries.
- Led the design and submission of 15 project proposals focused on counter-trafficking, smuggling prevention, and police capacity-building, securing an estimated \$5M+ in donor funding.
- Directed implementation of CEP Phases II–IV in 5 Nigerien regions under CT-CVE funding, strengthening community trust in border security and increasing civil-police collaboration by an estimated 40%.
- Represented IOM in 10+ technical working groups, policy forums, and regional steering committees, advancing inter-agency coordination and positioning IOM as a key actor in security and law enforcement reform.
- Designed and facilitated 7+ training programs for security personnel and government officials, boosting operational competency in BMIS, intelligence gathering, and integrated border protocols.
- Co-developed SOPs for secondary inspection with INTERPOL, FRONTEX, and law enforcement stakeholders, enabling interagency investigations and supporting the development of 10+ prosecution-ready case files.
- Advised government counterparts on biometric data protection legislation, contributing to the drafting of a national legal framework aligned with international privacy and data security standards.
- Managed and mentored a multidisciplinary team of 26 staff, including international officers and national personnel, achieving a 95% project delivery rate and enhancing internal coordination.

Project Manager

Nov 2011 – Feb 2020

- Supported the planning and execution of 10+ IBM projects, streamlining work plans and timelines to ensure 100% on-time delivery and alignment with national border security priorities.
- Contributed to donor engagement, HR oversight, and financial planning, helping to secure \$3M+ in funding and optimize resource allocation across a diverse border management portfolio.
- Led day-to-day execution of 4 major initiatives—including MIDAS expansion and crisis response programs—reaching an estimated 20,000+ beneficiaries and enhancing bilateral data exchange with neighboring countries.
- Developed and deployed M&E and budget-tracking tools, improving reporting efficiency by 30% and enabling data-driven adjustments across all active IBM projects.
- Maintained and strengthened partnerships with 15+ government, UN, and NGO stakeholders across the G5 Sahel, driving collaborative programming and ensuring long-term donor engagement.
- Supervised a 7-member project team, improving staff performance through regular coaching, and achieving a 90% milestone completion rate across all assigned initiatives.

HANDICAP INTERNATIONAL / HUMANITY AND INCLUSION, N'Djamena, Chad

Operations/ Program Coordinator

Jan 2018 – Nov 2018

- Coordinated and monitored 6 multi-sectoral projects across 6 regions of Chad, delivering humanitarian mine action, inclusive education, and livelihood support to over 50,000 beneficiaries.
- Oversaw coordination with internal support units and 5+ external logistical partners, improving procurement timelines and resource deployment efficiency by 25%.
- Led the development and institutional validation of 4 new SOPs for mine action and data protocols, enhancing compliance with international humanitarian standards.
- Provided technical guidance to 10+ humanitarian actors, enabling integration of disability-inclusive methodologies and increasing service accessibility for an estimated 12,000 vulnerable individuals.
- Fostered strategic partnerships with 8+ national ministries and civil society organizations, resulting in joint implementation of inclusive programming and strengthened policy advocacy.
- Supervised 7 direct reports and oversaw 150+ field staff, improving inter-team coordination and achieving 95% programmatic compliance across all active projects.
- Assumed full Country Director responsibilities during leadership absences, overseeing operations, partner relations, and risk mitigation efforts for a national team of 150+ staff.

ACTED, Kinshasa, Congo (Dem Rep)

Deputy Chief of Mission Head of Operations

Jan 2017 – Dec 2017

- Designed and executed ACTED's sub-regional strategy across multiple provinces, aligning programmatic priorities and resulting in a 30% increase in operational consistency and donor engagement.
- Developed 10+ project proposals and flowcharts aligned with organizational strategy and sector standards, securing an estimated \$4M in funding and enhancing programmatic quality.

Commented [12]: Why keep? Highlights large-scale portfolio oversight, regional coordination, and tech infrastructure—all transferable to global ops or ESG implementation at scale.

Commented [13]: Why keep? Strong on fundraising, stakeholder engagement, and proposal development—relevant for partnerships, CSR strategy, or foundation-facing roles.

Commented [14]: Why keep? Shows systems-level community engagement—resonates with CSR initiatives focused on trust-building, inclusion, and social license to operate.

Commented [15]: Strong, but overlaps thematically with the other stakeholder engagement bullets in this and the previous role—use when tailoring for public policy/partnerships-specific roles.

Commented [16]: Why keep? Demonstrates cross-sector collaboration, systems design, and governance structure development—valuable for ESG or operational risk strategy roles.

Commented [17]: Why keep? Valuable for ESG roles that touch on privacy, tech, and policy ethics. Slightly more niche, but compelling for companies focused on responsible data use.

Commented [18]: Team management is always good to show, but this can be folded into a broader program management bullet if needed.

Commented [19]: Why keep? Demonstrates strategic enablement and operational planning—good foundational bullet for project execution.

Commented [20]: Useful for more finance- or HR-heavy roles; could be optional depending on space.

Commented [21]: Why keep? Shows direct implementation, program delivery across diverse ...

Commented [22]: Why keep? Strong on operational infrastructure and efficiency—valuable for program ...

Commented [23]: Why keep? Strong external engagement + regional coordination = relevant for ...

Commented [24]: Why keep? Team management and delivery excellence—critical for cross-functional globa ...

Commented [25]: Why keep? Demonstrates multisector program leadership, geographic scale, and ...

Commented [26]: Could be included in a more ops-focused application; deprioritize for CSR/partnership- ...

Commented [27]: Why keep? Process optimization + compliance = strong for ESG, risk, or program quality. ...

Commented [28]: Why keep? Strong alignment with DEI and inclusive programming values that are centra ...

Commented [29]: Why keep? Great for public-private engagement, co-implementation models, and ...

Commented [30]: Why keep? Highlights large-scale team leadership and operational excellence—valuable ...

Commented [31]: Why keep? Strategic planning + regional implementation = strong corporate alignment ...

- Led strategic engagement with key donors and managed multi-agency consortia of 6+ national and international NGOs, positioning ACTED as a regional leader in civil society and governance programming.
- Managed a \$10M+ program budget and directed logistics, finance, and admin teams, improving budget tracking and delivery timelines across all operations by 20%.
- Oversew implementation of 10+ multi-sector projects serving IDPs and refugees—including WASH, NFI, and cash-based programs—reaching an estimated 120,000+ people across eastern DRC.
- Strengthened organizational compliance by implementing standardized intervention protocols and delivering capacity-building sessions to 30+ staff, increasing internal audit readiness by 35%.
- Directed HR and performance oversight for 186 staff across technical, management, and coordination roles, enhancing team efficiency and achieving 95% project delivery within timelines and budget.
- Served as Acting Country Director and Security Focal Point, overseeing national operations, representing ACTED at strategic forums, and ensuring staff safety across high-risk field sites.
- Supervised GIS team operations in 5 refugee camps, integrating geospatial mapping tools to enhance service coverage, optimize resource allocation, and improve real-time needs assessments.

Program and Consortium Coordinator

Feb 2016 – Dec 2016

- Oversew financial, logistical, and administrative management of 10 emergency relief projects—spanning WASH, shelter, cash-based aid, and food distribution—supporting over 100,000+ beneficiaries and improving delivery efficiency by 25%.
- Developed and standardized technical guidance across 5 program sectors, including Cash-Based Transfers and micro-financed IGAs, improving program replication speed and technical compliance by 30%.
- Led development of ACTED’s national civil society strategy and supervised a 6-partner NGO consortium, resulting in expanded civic engagement efforts and \$2M+ in joint donor funding.
- Collaborated with M&E teams to establish and track KPIs across all active programs, resulting in a 40% improvement in reporting accuracy and enhanced evidence-based decision-making.
- Managed 20+ national and international staff, including during periods of Country Director absence, ensuring operational continuity, staff supervision, and donor communication without disruption.

Senior Country Project Development Officer

Feb 2015 – Jan 2016

- Designed and authored 10+ donor proposals in collaboration with finance teams, securing approximately \$3M in new funding and expanding ACTED’s donor base by 20%.
- Coordinated project reporting for 15+ active grants, streamlining M&E inputs to achieve 100% on-time submission rate and strengthen donor transparency.
- Co-led engagement in 4 technical clusters, shaping inter-agency strategies and influencing sector standards across food security, WASH, and shelter responses.
- Managed a 3-person Project Development team, increasing proposal throughput by 30% and mentoring junior staff to improve technical quality and donor responsiveness.

REGIONAL CIVIL SOCIETY NETWORK REPAOC, Dakar, Senegal

Project Manager

Jul 2014 – Jan 2015

- Managed a \$1.2M EU-funded initiative to strengthen CSO networks in Western and Central Africa, improving institutional capacity for 20+ member platforms across 17 countries.
- Led advocacy and fundraising efforts for REPAOC and REPONGAC, securing 3 new funding partnerships and increasing operational sustainability by 25% through donor diversification.
- Produced consolidated impact reports for 23 national CSO platforms, improving donor visibility and tracking of capacity-building outcomes across the region.
- Supported implementation of civil society strengthening activities, including CSO mapping and CEDEAO advocacy, contributing to regional platform cohesion and 2 policy proposals at General Assemblies.

Prior Experience: GERMAN CORP FOR INTL COOPERATION, Tunis, Tunisia | **Jr. Project Officer**
GENERAL CONSULATE OF FRANCE, Los Angeles, CA, USA | **Volunteer**
FRENCH GENERAL SECRETARIAT, Paris, France | **Intern**

01/2014 – 07/2014
09/2013 – 12/2013
01/2013 – 07/2013

EDUCATION & CERTIFICATIONS

Commented [32]: Why keep? Excellent example of coalition-building, fundraising, and multi-stakeholder leadership—perfect for CSR and foundation partnership roles.

Commented [33]: Why keep? Shows ownership of complex, multi-departmental operations—very appealing for global program and operational strategy roles.

Commented [34]: Why keep? Scale and impact are clear; strong story for social investment, humanitarian partnerships, or sustainability-linked grantmaking.

Commented [35]: Could be useful for ESG risk or compliance-focused roles, but may not be core for broader CSR applications.

Commented [36]: Why keep? Senior leadership experience and representation at the national level—adds executive credibility.

Commented [37]: Why keep? Clear program scale, complexity, and operational effectiveness—critical for global program management roles in private sector or philanthropic arms.

Commented [38]: Strong, but more technical; use if applying to ESG roles with a focus on operational systems/processes.

Commented [39]: Why keep? Shows leadership in coalition-building, funding strategy, and civil society empowerment—key themes in CSR and ESG stakeholder alignment.

Commented [40]: Why keep? Demonstrates data literacy, impact measurement, and M&E integration—central to ESG reporting, CSR impact dashboards, and performance evaluation.

Commented [41]: Solid, but managerial oversight is reflected in broader bullets above. Keep for roles emphasizing people/team leadership.

Commented [42]: Why keep? Demonstrates direct revenue generation, collaboration across departments, and donor relationship expansion—great fit for CSR

Commented [43]: Why keep? Shows high-level representation and influence—very transferable to stakeholder engagement, ESG working groups, or

Commented [44]: Why keep? Shows people leadership and process improvement—adds credibility to her ability to manage within small but strategic teams.

Commented [45]: Why keep? Shows regional program leadership, donor accountability, and measurable capacity building—core to CSR and impact operations

Commented [46]: Why keep? Clear alignment with CSR and ESG functions that focus on stakeholder relations, fundraising, and organizational sustainability.

Commented [47]: Good for M&E-heavy or reporting-focused ESG roles, but less central than the funding and strategy bullets above.

Commented [48]: Strong—but more tactical. Could be included if targeting roles with a public policy or advocacy angle.

Jane Doe

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UNIVERSITY OF PARIS- SACLAY, Orsay, France | **M.A, International Relations**

07/2013

UNIVERSITÉ MONTPELLIER, Montpellier, France | **BA, Public Administration**

06/2011