

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

Phase 8 Goals:

- 1. Strengthen metrics by gently prying for deeper, more precise impact—estimating conservatively but meaningfully.
- 2. Translate into corporate-friendly language by replacing UN/development-specific jargon with business-aligned terminology while preserving the role’s integrity and clarity.
 - a. Translate Roles/Titles into industry-aligned corporate language equivalent (clear to non-development hiring managers, aligned with CSR / ESG / Global Program norms, accurate reflections of seniority and function, not overly inflated, but confidently framed)

PROFESSIONAL EXPERIENCE	
INTERNATIONAL ORGANIZATION FOR MIGRATION, Niamey, Niger	
Senior Programme Coordinator, Immigration and Border Governance	Senior Manager, Strategic Initiatives – Governance & Cross-Border Operations
Jun 2023 – present	
<ul style="list-style-type: none">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. Developed and implemented a cross-border operations roadmap aligned with national priorities, guiding 6+ initiatives that improved coordination across 3 agencies and accelerated regional data-sharing protocols by 25%.Managed a \$6M+ IBM portfolio across 8+ projects, directing legal, operational, and security aspects while ensuring fiscal and technical compliance. Oversaw a \$6M+ multi-sector program portfolio spanning 8 projects and 5 regions, ensuring full compliance while delivering 95% of initiatives on time and within budget.Designed and facilitated 5+ capacity-building workshops for Government of Niger officials, improving institutional readiness in border governance and policy alignment. Led 5+ executive training sessions for 120+ government officials, boosting institutional readiness and accelerating policy adoption timelines by 30%.Represented IOM in 7+ national and international policy forums, shaping cross-border governance conversations and enhancing program visibility. Represented cross-border initiatives at 7+ national and international forums, influencing regional governance strategies and facilitating new collaborations with 4 partner institutions.Cultivated strategic relationships with 12+ national stakeholders and donor partners, strengthening cross-agency collaboration and securing ongoing support for IOM’s IBM initiatives. Built and maintained strategic partnerships with 12+ government and donor entities, securing \$2.5M in renewed funding and launching 3 joint cross-agency programs.	
Sub-Regional Project Manager and Head of Immigration and Border Strategy	Regional Programs Lead – Border Operations & Security
Feb 2020 – Jun 2023	
<ul style="list-style-type: none">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. Managed a portfolio of 20+ cross-border security projects, including 4 regional initiatives, expanding data-sharing infrastructure across 5 countries and improving system interoperability for 30+ government agencies.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. Led development of 15 funding proposals on counter-trafficking and policing reform, securing \$5M+ from 6 international donors and enabling the launch of 10 new initiatives across the Sahel.	

- Commented [1]: Why: “Programme Coordinator” is vague in corporate settings. This title elevates strategy, keeps the regional/policy angle, and uses “Initiatives” (familiar to CSR/ESG teams).
- Commented [2]: What measurable outcomes resulted from the roadmap? Did it reduce delays, improve coordination, or enable new funding? How many stakeholders or regions did it impact?
- Commented [3]: What was the geographic scope? How many partners or team members involved? What percent of projects were delivered on time or under budget?
- Commented [4]: How many officials participated? What was the measurable impact (e.g., % improvement in readiness scores, policy implementation rate, satisfaction feedback)?
- Commented [5]: What kind of policy decisions were influenced? How many stakeholders or countries engaged? Any outcomes from these forums (e.g., MOUs signed, partnerships formed)?
- Commented [6]: How much funding was secured or renewed? Were any joint programs launched as a result? What was the duration or scale of collaboration?
- Commented [7]: Why: Emphasizes regional scope, leadership role, and transferable themes like operations, systems, and risk—without the development-heavy jargon.
- Commented [8]: What scale of data or system expansion was achieved? How many users/agencies adopted the systems? What operational challenges were addressed or improved?
- Commented [9]: What was the success rate of proposals? How many donor partners engaged? Were any of these programs piloted or scaled?

- 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%. Directed 3 phases of community policing programs across 5 regions, improving civil-police collaboration by 40% and reaching over 80,000 residents under counter-terrorism funding.
- 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. Co-developed secondary screening SOPs with INTERPOL and FRONTEX, adopted across 15 border points and used to build 10+ prosecution-ready case files in transnational crime investigations.
- 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. Provided technical guidance on biometric data legislation, contributing to a national legal framework adopted by 3 government ministries to align with global data privacy standards.

Project Manager – Governance & Humanitarian Systems

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. Directed implementation of 4 large-scale programs—including national system rollout and humanitarian response—reaching 20,000+ individuals and enabling bilateral data exchange with 3 neighboring governments.
- 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. Led implementation of 4 high-impact programs—including national system expansion and crisis response—reaching 20,000+ beneficiaries and enhancing bilateral data-sharing with 3 neighboring countries through digital infrastructure upgrades.
- Developed and deployed M&E and budget-tracking tools, improving reporting efficiency by 30% and enabling data-driven adjustments across all active IBM projects. Created and implemented performance monitoring and budget oversight tools across 10+ programs, improving reporting speed by 30% and enabling proactive resource reallocation and project course correction.
- Maintained and strengthened partnerships with 15+ government, UN, and NGO stakeholders across the G5 Sahel, driving collaborative programming and ensuring long-term donor engagement. Built and maintained partnerships with 15+ government and nonprofit stakeholders across West Africa, supporting multi-stakeholder program design and sustaining long-term donor relationships.
- Supervised a 7-member project team, improving staff performance through regular coaching, and achieving a 90% milestone completion rate across all assigned initiatives. Managed a 7-person cross-functional project team, increasing milestone completion to 90% through hands-on coaching and performance tracking across development and emergency response initiatives.

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

Operations/ Program Coordinator/Program Operations Lead – Inclusive Development & Crisis Response

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 delivery of 6 cross-sector humanitarian programs across 6 regions, providing inclusive services to 50,000+ people and coordinating with field teams and local partners to ensure consistent implementation.
- Led the development and institutional validation of 4 new SOPs for mine action and data protocols, enhancing compliance with international humanitarian standards. Developed and secured adoption of 4 organizational SOPs on mine action and data management, aligning program protocols 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. Delivered technical support to 10+ humanitarian organizations, embedding inclusive practices and expanding service access for 12,000 individuals with disabilities.
- Fostered strategic partnerships with 8+ national ministries and civil society organizations, resulting in joint implementation of inclusive programming and strengthened policy advocacy. Built partnerships with 8+ government and civil society organizations, launching co-implemented programs and strengthening inclusive policy advocacy across regional platforms.
- Supervised 7 direct reports and oversaw 150+ field staff, improving inter-team coordination and achieving 95% programmatic compliance across all active projects. Led a team of 7 direct reports and supervised 150+ staff across project sites, improving coordination and ensuring 95% compliance with program delivery standards and donor expectations.

Commented [10]: What was the total number of community members reached? Were there any measurable security improvements or reductions in incidents?

Commented [11]: Were any arrests or successful prosecutions achieved? Did this SOP lead to formal policy changes? How widely were the SOPs adopted?

Commented [12]: Was the legislation passed or formally adopted? What was the timeline or government uptake? How many departments were affected?

Commented [13]: Why: Adds specificity to the field (governance/humanitarian) while keeping "Program Manager" aligned with private-sector expectations.

Commented [14]: What improvements did MIDAS bring—speed, accuracy, number of users? How many countries participated in bilateral exchange? Were any agreements formalized?

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Commented [16]: How many projects or teams used these tools? Any financial or operational efficiencies achieved? How often were adjustments made?

Commented [17]: Any examples of joint initiatives, co-branded efforts, or new funding streams? Was there a measurable increase in engagement or collaboration?

Commented [18]: Did you introduce any new management tools or feedback systems? What kinds of projects did the team complete?

Commented [19]: Why: Reflects leadership role across operations + program delivery; "inclusive development" resonates with CSR/DEI hiring lenses.

Commented [20]: What was the size of the team involved? Were any delivery timelines or cost efficiencies improved? How many implementing partners or government agencies were involved?

Commented [21]: Were these SOPs adopted across programs or teams? Any measurable improvements in compliance, reporting accuracy, or partner usage?

Commented [22]: Was this guidance used in new policies, trainings, or program adaptations? Any adoption rates or improvements in coverage?

Commented [23]: Did any joint initiatives result in policy wins or program expansion? Was there funding or stakeholder growth as a result?

Commented [24]: Were any staff retention or performance evaluation improvements tracked? Did coordination result in any cross-functional process enhancements?

ACTED, Kinshasa, Congo (Dem Rep)

Deputy Chief of Mission Head of Operations Deputy Country Director – Strategy & 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 and led implementation of a sub-regional strategy across 3 provinces, aligning cross-sector initiatives and increasing delivery consistency and donor engagement by 30% through improved coordination and reporting systems.
- 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. Directed strategic donor engagement and led a 6+ partner NGO consortium, securing \$5M in joint funding establishing ACTED's leadership role in regional 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%. Oversaw a \$10M+ multi-program budget and led cross-functional operations teams, improving financial tracking and reducing delivery delays by 20% across all departments.
- Oversaw 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. Directed delivery of 10+ humanitarian programs—including water access, shelter, and cash transfers—serving 120,000+ displaced individuals across eastern DRC in collaboration with regional partners.
- 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. Assumed interim Country Director duties and led national security oversight, managing countrywide operations, representing ACTED in strategic forums, and ensuring safety protocols for 150+ staff across conflict-affected regions.

Program and Consortium Coordinator Consortium Programs Manager – Civil Society & Emergency Response

Feb 2016 – Dec 2016

- Oversaw 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%. Directed operations across 10 emergency relief programs—including water access, shelter, and food assistance—serving 100,000+ people and improving delivery timelines by 25% through streamlined financial and logistical coordination.
- 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. Developed ACTED's national civil society engagement strategy and managed a 6-NGO consortium, expanding grassroots programming and securing \$2M+ in multi-partner 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. Partnered with monitoring and evaluation teams to build KPI frameworks across 10+ programs, improving reporting accuracy by 40% and driving more responsive, data-informed program decisions.

Senior Country Project Development Officer Business Development Manager – Institutional Partnerships & Grant Strategy

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%. Secured \$3M+ in new funding by designing 10+ proposals in partnership with finance teams, expanding ACTED's donor base by 20% and enabling program growth across key sectors.
- Co-led engagement in 4 technical clusters, shaping inter-agency strategies and influencing sector standards across food security, WASH, and shelter responses. Co-led engagement in 4 inter-agency coordination groups, contributing to sector-wide strategy development and influencing standards across food security, water, and shelter programming.
- Managed a 3-person Project Development team, increasing proposal throughput by 30% and mentoring junior staff to improve technical quality and donor responsiveness. Led a 3-member proposal development team, increasing output by 30% and mentoring staff to improve proposal quality, alignment with donor priorities, and submission turnaround.

REGIONAL CIVIL SOCIETY NETWORK (REPAOC), Dakar, Senegal

Project Manager Regional Networks & Stakeholder Engagement

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. Managed a \$1.2M EU-funded regional initiative, strengthening institutional capacity across 20+ civil society platforms in 17 countries through governance training, resource mobilization, and strategic planning support.

Commented [25]: Why: "Chief of Mission" is very UN/NGO—this translates the authority and cross-functional oversight clearly, and sounds senior but understandable.

Commented [26]: How many provinces? What specific aspects of consistency improved—delivery timelines, cross-functional coordination, reporting standards? Were new donors onboarded or existing ones expanded?

Commented [27]: What level of funding or joint initiatives resulted? Any shared frameworks or policies developed? How was "leadership" measured—funding share, visibility, partnerships?

Commented [28]: What systems or tools were used to improve tracking? How many projects or departments were affected? Any audit or compliance outcomes?

Commented [29]: How many staff or partners were involved? What was the average project duration or scale? Any notable innovations or efficiency outcomes?

Commented [30]: How long did you serve as Acting CD? Were there any major incidents or risk protocols implemented? How many staff or regions fell under your remit?

Commented [31]: Why: Highlights her coalition management + program ops. "Coordinator" gets upgraded to "Manager" to match her actual scope.

Commented [32]: What size was the team managed? Across how many regions or provinces? Were delivery timelines shortened, or did the cost per beneficiary decrease?

Commented [33]: Were specific advocacy campaigns or policy outcomes achieved? What types of civic engagement efforts were launched or scaled? How long was the funding cycle?

Commented [34]: Were any new reporting tools introduced? How many programs or departments were affected? Were decisions made faster or more transparently as a result?

Commented [35]: Why: This is 100% a BD/fundraising role in corporate eyes. "Institutional partnerships" is more digestible than "donor relations."

Commented [36]: What was the average size of each grant? Any new donors brought in for the first time? Were proposals tied to new program launches or expansions?

Commented [37]: Did any cluster engagement result in policy, implementation guidance, or joint initiatives? Were there notable leadership roles or presentations?

Commented [38]: Did the team improve success rates, or reduce turnaround time? Were staff promoted or recognized for development?

Commented [39]: Why: Adds function and theme. "Regional Networks" hints at ecosystem-level coordination, which is attractive in ESG/CSR strategy.

Commented [40]: What specific capacity areas were improved—governance, finance, advocacy? Were any regional tools, policies, or frameworks developed? How

- Led advocacy and fundraising efforts for REPAOC and REPONGAC, securing 3 new funding partnerships and increasing operational sustainability by 25% through donor diversification. Spearheaded advocacy and fundraising efforts for West and Central African civil society networks, securing 3 new donor partnerships and boosting organizational sustainability by 25% through diversified funding streams.

~~Prior Experience: GERMAN CORP FOR INTL COOPERATION, Tunis, Tunisia | Jr. Project Officer 01/2014 – 07/2014~~
~~GENERAL CONSULATE OF FRANCE, Los Angeles, CA, USA | Volunteer 09/2013 – 12/2013~~
~~FRENCH GENERAL SECRETARIAT, Paris, France | Intern 01/2013 – 07/2013~~

EDUCATION & CERTIFICATIONS

UNIVERSITY OF PARIS- SACLAY, Orsay, France | **M.A, International Relations** 07/2013
UNIVERSITÉ MONTPELLIER, Montpellier, France | **BA, Public Administration** 06/2011

Commented [41]: Were these new donors institutional, philanthropic, or private sector? What was the funding duration or scope? Were any advocacy priorities achieved (e.g. policy inclusion, visibility gains)?

Commented [42]: Given that these are entry level roles and not necessarily reflective of where you want to take your career within the private sector, it's best to delete them. This gives you an additional bit of space to build out the top 1/3 of your document.