

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

Strategic Planning & Program Development
Program & Portfolio Management
Training, Capacity Building & Knowledge Sharing
Stakeholder Engagement & Representation

PROFESSIONAL EXPERIENCE		
INTERNATIONAL ORGANIZATION FOR MIGRATION, Niamey, Niger		
Senior Programme Coordinator, Immigration and Border Governance		Jun 2023 – present
<ul style="list-style-type: none">Act as the IBG expert resource for the IOM Country Office in Niger by contributing to all programming and Country Office consultations relevant to the IBM portfolioLead in the development, implementation and monitoring IOM Niger’s IBM growth and development vision, aligning it with Government strategic priorities linked to enhanced border managementSupport regional strategic IBM planning exercises wherever possible, and lead country level strategic IBM planning and provide advice to Chief of Mission and RMO on resource utilization and mobilization options for the Mission’s IBM portfolioDirectly manage all programmatic aspects, notably technical, legal and operational/security components as well as financial of the IOM Niger IBM Program portfolioCooperate, participate and develop relations with national organizations relevant for IBM issues and with key-donors for IBM projects in NigerEnsure development and delivery of quality thematic training/workshops for Government of Niger (GoN) as required by project outcomesIdentify needs relevant to legal component of the IBM thematic areas and contribute to the development of relevant legislative tools, policies and proceduresIdentify needs relevant to operational/ security component of the IBM thematic areas and coordinate and contribute to the development of relevant capacity building strategies while ensuring implementation of international standards and best practicesActively contribute to IOM’s IBM network regionally and globally, analyse and share best practices with relevant colleaguesRepresent IBM in the Country by actively participating in conferences, workshops and meetings related to the thematic area of expertise, as required by the Chief of Mission and as requested by the IBM RTS and IBM at HQ		
Sub-Regional Project Manager and Head of Immigration and Border		
Feb 2020 – Jun 2023		
<ul style="list-style-type: none">Management of approx. 20 border management and crime prevention related projects, including four regional projects with Nigeria, Algeria, Libya, Mali and Burkina Faso on Border Management Information Systems extension, data analysis and intelligenceProject Development of 15 new project proposals on border management, counter-trafficking, counter-smuggling and capacity building for the National PoliceCoordination and monitoring of the Community engagement and Policing (CEP) program in border management in Niger, Phase II, III and IV, in coordination with protection and community stabilization units in 5 regions of Niger under Counter-Terrorism funds (CT-CVE)		

Commented [1]: To approach your bullet points in a comprehensive and more manageable way, I recommend bucketing by color coding functional themes.
You can use the Stage 3 chatGPT prompt to identify general bucket themes within your resume.

Commented [2R1]: Once you go through and color code each bullet point to its respective functional theme, you'll want to organize and group them.

Commented [3]: When you've been at an organization for a long time, but you've changed roles, you want to showcase growth in the organization. In this example, Jane Doe has held 3 different roles at IOM, however, it is not necessary to list IOM and location for all 3 roles given that it's the same organization in the same location. We want to avoid redundancy while optimizing formatting to show growth and tenure.

What you're going to do is delete the organization & location listing on anything that follows the first identifier. See a step-by-step how to here: https://scribehow.com/shared/Google_Docs_Workflow_r6s4ZOC-RgeOQDozB5iEkg

Commented [4]: Each bullet point must start with a strong action verb, note that many of these are either not strong or not verbs. You must also ensure that you are consistent in the verb tense that you choose-- in corporate resumes it is standard to apply a past-tense action verb.

Commented [5R4]: Find examples of strong verbs here: <https://capd.mit.edu/resources/resume-action-verbs/>

- Participation in conferences, workshops, steering committees, policy and technical working groups to ensure proper coordination and presentation of IOM activities in the field of security, crime prevention, law enforcement, border management
- Elaboration and implementation of training modules and training programs in the field of border security and controls, Border Management Information Systems, Data analysis and Intelligence, Integrated Border Management
- Collaboration with INTERPOL, FRONTEX and external consultants to establish clear Standard Operating Procedures and guidelines for secondary inspection in Niger as well as investigative networks between various law enforcement agencies to conduct joint investigations and provide solid prosecution files
- Support to the government of Niger in the development of an institutional and legal framework for personal data protection with a focus on biometric data
- Management of a team of 26 staffs: P2 International Staff, National staff, etc

Project Manager

Nov 2011 – Feb 2020

- Supporting the Programme Manager in the planning and implementation of other projects in the IBM Niger portfolio
- Supporting the Programme Manager in project development, strategic planning, Donor relations, HR and Financial management of the unit
- Overseeing the planning and implementation of activities of 4 ongoing projects related to Community engagement in border management, crisis response preparedness, MIDAS system extension, bilateral cooperation on data exchange and counter-trafficking, in coordination with other IBM staff
- Ensuring monitoring and evaluation of the projects through new or adapted tools shared with the team, also including reporting and budget follow-up tasks
- Strengthening links with existing/remaining Governmental Counterparts, NGOs, UN Agencies and Donors in Niger, in the region (G5 Sahel) and headquarters
- Managing the team dedicated to the projects (1 international Project Officer, 3 Senior Project Assistants, 3 Project Assistants)

Commented [6]: Notice that these bullet points fall outside of the key functional themed buckets. We can categorize them as follows (in order):
- Policy, Legal Frameworks & Institutional Development
- Team & Resource Leadership

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

Operations/ Program Coordinator

Jan 2018 – Nov 2018

- Coordination and monitoring of 6 projects across the Chadian territory (Lake Chad Region, Borkou and Ennedi Regions, Ouaddaï, N'Djamena and Moundou areas): Humanitarian Mine Action, Inclusive Education, Landmine Risk Education, Livelihoods and Income-Generating Activities
- Coordinating with the support services and overall logistical partnerships
- Supervising the redaction and validation processes of Standard Operations Procedures (SOPs) for Mine Action and data management
- Technical support to clusters, INGOs, NGOs to implement more disability-inclusive approaches and methods towards people with specific needs
- Collaboration with Chadian ministries, local authorities and civil society organisations
- Managing all the operational and program teams (7 persons in direct line management such as Field coordinators, technical coordinator, MEAL and Grant officers, and overall management of all program teams, around 150 persons)
- Acting Head of Mission when HoM on leave

Commented [7]: Outside of key 4 themes, consider category: Team & Resource Leadership

ACTED, Kinshasa, Congo (Dem Rep)

Deputy Chief of Mission Head of Operations

Jan 2017 – Dec 2017

- Design and implementation of ACTED sub-regional strategy and action plan
- Project proposals and intervention flowcharts alignment with the overall strategy and sectorial quality standards, in strong relationship with M&E teams and cluster leads
- Strategic positioning with respect to external donors and sectorial partners; leadership of several national or international NGOs consortia (civil society and governance projects)
- Overall management of program budget and time frames, supervision of support/operation departments (Logistics and Finance/Administration) and coordinating with external logistical partners
- Overall coordination and monitoring of around 10 projects (emergency response to IDPs and refugees, crossborder assistance and return operations with CAR refugees, etc) in different sectors (WASH, NFI, Food Security, Cash Based Interventions)
- Supervision of the overall compliance with internal procedural and transparency rules, staff capacity building on standardized intervention processes and flowcharts
- HR management of program department (2 technical advisors, 1 national assistant, 4 Area Coordinators, 12 project managers, 167 national staffs)

Commented [8]: Outside of key 4 themes, consider category: Team & Resource Leadership

Commented [9]: This bullet can fit in either Strategic Planning & Program Development OR Stakeholder Engagement & Representation -- depending on the role you're targeting, you can adjust the way you position this bullet point.

- Direction: acting Country director, Head of Office DRC, Security management
- Supervision of Geographic Information System (GIS) Teams and activities, especially in refugee camps in North and South Ubangui and with innovative components

Program and Consortium Coordinator Feb 2016 – Dec 2016

- Overall financial, logistical and administrative follow-up of the 10 emergency projects together with the head of departments (Food fairs and distributions, cash-based transfers, WASH, shelter and NFI) and supervision of GIS activities
- Field missions (40% of my time) and field action plans
- Capitalization, production of technical guidance and standardization of sectoral intervention processes, in relationship with thematic clusters, including in new areas of intervention such as Cash based Transfers and micro-financed IGA
- Development and advocacy of ACTED's civil society strategy and supervision of a project consortium with 6 national Civil Society Networks
- Coordination with M&E department on quantitative and qualitative objectives and performance indicators follow-up
- Management of international and national program human resources, and Country Director representation in the absence of the CD

Senior Country Project Development Officer Feb 2015 – Jan 2016

- Project proposal design and writing, in cooperation with the finance department, with a significant success rate, including with new donors
- Overall coordination of project reporting, in close link with the M&E teams
- Participation and co-leading in technical clusters (Food Security, WASH, shelter & NFI)
- Management of the Project Development Department (2 expatriates, 1 national staff)

REGIONAL CIVIL SOCIETY NETWORK REPAOC, Dakar, Senegal

Project Manager Jul 2014 – Jan 2015

- Project "Support for strengthening the capacity of Regional Civil Society Networks in Western and Central Africa" (European Union - FED)
- Advocacy and fundraising for the empowerment and sustainability of the two Regional Civil Society Organizations (CSOs) Networks (REPAOC in Western, Africa and REPONGAC in Central Africa)
- Consolidated reporting of the 14 + 9 national CSOs member platforms activities, capacity building and organizational development
- Support in implementing and assessing activities (civil society structuring, CSOs mapping, advocacy towards CEDEAO/CMAC, General Assemblies, etc.)

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 [10]: Outside of key 4 themes, consider categories:
- Team & Resource Leadership (first two bullets)
- Data, Systems & Technical Oversight

Commented [11]: This information does not have to be explicitly written out, rather woven into the information in the bullet points by placing more weighted verbiage around the importance of your field missions-- this will be done by adapting experience into an being achievement oriented.

Commented [12]: Outside of key 4 themes, consider: Team & Resource Leadership

Commented [13]: This role is very development-focused (more than the others), so in the resume transformation phase we'll want to emphasize how those strategic and writing skills translate into corporate strategy, business development, or growth enablement.