

ANNE

CONTACT

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LANGUAGES

- **French:** written and spoken (fairly)
- **English:** Written and spoken (Native)

SKILLS & IT

- Data Research & Analysis
- Data MS Office (Word, Excel, PowerPoint...)
- Google Sheet
- Quick Books & SAGE
- Social Media
- Online Research

EDUCATION

- ❖ MS Since October 2022 | Masters in Project Management
- ❖ 2022 | Certificate course - Business Administration | European Business University |
- ❖ 2018 | Bachelor of Science – Accounting | University of Buea |
 - Financial Accounting
 - Management

- Sound knowledge of data analytics and administrative procedures within NGOs
- Offers quality services, sets high standards, and exceeds expectations.
- Enthusiastic team player who works effectively under pressure to overcome challenges.
- Solution orientation, dedication to quality & personal interaction with co-workers and clients.
- Ability to quickly grasp new concepts and high time management skills.

EXPERIENCE

- ❖ **Since Nov. 2022 : Consultant – INVISIBLE TECH**
 - Data Collection & Data Analysis
 - Data Enrichment
 - Data Reporting & Trending Forecast
- ❖ **Nov. 2018-Dec.2022 : Project Manager – MEPCAM**
 - Data Research and Data Analysis through surveys
 - Baseline & Endline Surveys
 - Database management
 - Staff Supervision & Training
 - Event Management
 - Project Management
 - Monitoring & Evaluation
- ❖ **Jan. 2019-Dec.2022 : Manager – G12 (Guest House in Buea)**
 - Staff supervision & database management
 - Customer Service and After Sales
 - Monthly financial and administrative reports
 - Marketing, e-marketing and sales promotion
 - Repairs and maintenance supervision
- ❖ **Oct. 2018 : Internship – Cimencam Buea**
 - Sales promotion