

# Curriculum Vitae (CV)

## 1. Background Information

<b>Name</b>	<b>Mulugeta Alema Alemu</b>
<b>Current Address</b>	Bahirdar, Ethiopia
<b>Telephone</b>	+251-918-80-04-03
<b>E-mail</b>	<a href="mailto:Mulugetaalema22@gmail.com">Mulugetaalema22@gmail.com</a>
<b>Nationality</b>	Ethiopian
<b>Date of birth [ Day, month, year ]</b>	December 18, 1982 G.C
<b>Place of birth</b>	Bahirdar zuria woreda, Ethiopia
<b>Current job</b>	Owner and Manager of MAA Consultant firm In Bahir Dar city
<b>Sex</b>	Male
<b>Marital status</b>	Married

## 2. Educational Background

<b>Name of the University</b>	<b>Field of Study</b>	<b>Dates (from-to)</b>
<b>Amhara State University</b>	<b>Public Policy and Leadership PhD Candidate</b>	<b>2022- 2026 PhD Candidate</b>
<b>Florida State University on America</b>	<b>Master of Project Management (MPM)</b>	<b>2020- 2021 G.C</b>
<b>Bahir Dar University</b>	<b>Master of Educational Psychology /MED/</b>	<b>2012-2014G.C</b>
<b>Bahir Dar University</b>	<b>Degree in Pedagogical Science</b>	<b>2006-2009 G.C</b>

## 3. Work Experience

<b>Dates (from-to)</b>	<b>June, 2021 G.C up to now</b>
<b>Types of Business or Job</b>	<b>Consultant and Trainer</b>
<b>Main Duties and responsibilities</b>	<ul style="list-style-type: none"><li>• Conduct consultancy services for government and NGOs</li><li>• Consult different government and NGOs related to management services</li><li>• Work salary survey for government and NGOs</li><li>• Conduct organizational structure for government and NGOs</li></ul>

	<ul style="list-style-type: none"> <li>• Provide training for different government and NGOs</li> <li>• prepare training materials, projects</li> <li>• conduct organizational assessments</li> <li>• Plan and schedule appropriate training sessions and programs.</li> <li>• Conduct assessment of business training needs and impact</li> <li>• Consult organizations in business-generating activities.</li> <li>• Conduct consultancy services for government and NGOs</li> <li>• Consult different government and NGOs related to management services</li> <li>• Work salary survey for government and NGOs</li> <li>• Conduct organizational structure for government and NGOs</li> <li>• Provide training for different government and NGOs</li> <li>• Participate in the preparation of project-related criteria, guidelines, and manuals in collaboration with other staff members.</li> <li>• To prepare training materials, legislation, and curriculum</li> <li>• Plan and schedule appropriate training sessions and programs.</li> <li>• Assessment of business training needs and impact</li> <li>• To provide entrepreneurial training to employees and leaders of government and private organizations. Prepared a project business plan in order to generate income that was used to support the training program.</li> </ul> <ul style="list-style-type: none"> <li>• Consult government and non-government organizations on organizational structure, business plans, and project proposals.</li> <li>• Prepare a personal periodic project plan on a monthly, quarterly, and annual basis.</li> <li>• Give, organize, and facilitate trainings, workshops, and meetings for stakeholders.</li> <li>• Ensure the mainstreaming of youth, gender, and disability economic empowerment skills.</li> <li>• Collect, compile, and analyze project-related data in a systematic manner.</li> <li>• Consult, conduct supportive supervision, and provide technical assistance to the target</li> <li>• Compile case studies, best practices, and success stories on a regular basis.</li> <li>• Deliver training in managerial skills and business skills.</li> <li>• Making training impactful through assessment and evaluation</li> <li>• Prepare various training modules.</li> <li>• Prepare a training power point.</li> <li>• Provide various management training.</li> <li>• Prepare organizational structure and project</li> </ul>
<b>Dates (from-to)</b>	<b><i>February, 2010 to 2015 G.C</i></b>
<b>Name of the Organization</b>	Yelmana Densa Woreda Education Office Under West Gojjam Zone Education department of Amhara Regional Education Bureau.

Occupation or position held	School Supervisor in High School
<p><b>Main Duties and responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Successfully follow up and conducting supervision of assessment related activities in government schools,</li> <li>• Evaluate students' text books, and teachers guides based on Education policy.</li> <li>• Prepare guild line for schools to assess students based on standard stated by Amhara Region Education Bureau.</li> <li>• Support and follow in the establishment and strengthening of the school clubs like HIV/AIDS, Environmental Protection, Mini Media ,Reading clubs etc</li> <li>• Effectively communicate and establish networking with concerned government bodies, School, school staff members, and cluster principals in order to achieve the intended objectives.</li> <li>• Organize experience sharing work shop at school, cluster and Woreda level.</li> <li>• Colorfully document challenges, lessons learned and best practices and ensure timely dissemination of the best practices among stuff members and concerned government officials.</li> <li>• Prepare and submit timely (monthly, quarterly and annual) plans of operation for each school and timely progress reports.</li> <li>• Provide guidance on gender perspectives in all aspects of the school.</li> <li>• Regularly monitor and evaluate the school performance and provide timely inputs, feedback and impact of the school result.</li> <li>• Organizing trainings on and facilitation of Students assessment, and Teachers teaching methodology processes include awareness on gender equality, equity and integration of gender responsive programming.</li> <li>• Ensure effective and efficient management of financial resources, including review and check school office budgets, monitoring expenditures, and implementing cost control measures.</li> <li>• Provide leadership into the school planning, implementation, monitoring and evaluation.</li> </ul>

#### **4. Consultancy Services has provided**

1. To Bahir Dar Lake Tana Transport Enterprise consultancy on Organization structure, Staffing plan, Description and Job specification, and Salary Scale duration from February **01/06/2011 EC- June 23/10/2011 EC** (Five months).
2. To Amhara National Regional State Historical Memorial Center consultancy on Kaizen management philosophy implementation duration from September **30/01/2011- January 30/05/2013 EC** (Two year and four months).
3. To Amhara National Regional State Council Office consultancy on Organization structure, Staffing plan, Description and Job specification, and Salary Scale duration from April **01/08/2012 EC- July 30/11/2012 EC** (Four Months)

4. To Bahir Dar Bluenile Resort Hotel consultancy on Organization structure, Staffing plan, Description and Job specification, and Salary Scale duration from March 01/07/2013- July 30/11/2013EC (Five Months)
5. To Floresta Ethiopia, consultancy on Organization structure, Staffing plan, Description and Job specification, and Salary Scale.

### 5. Research has conducted

1. ለቤንሻንጉል ጉምዝ አመራሮች የስልጠና ውጤታማነት ጥናት ከሀምሌ 01/2009 እስከ ህዳር 30/ 2010 ዓ.ም፣
2. በአማራ አመራር አካዳሚ የንብረት አስተዳደር አተገባበር፣ ችግሮች እና መፍትሄዎች ጥናት ከምስክረም 01/2010 እስከ ታህሳስ 30/ 2010 ዓ.ም፣
3. በክልል ቢሮዎች ላይ የተካሄደ ከስራ አመራርና ከሪፎርም ጋር የተያያዙ የስልጠና ፍላጎት ዳሰሳ ጥናት ከየካቲት 01/2010 እስከ ሀምሌ 30/ 2010 ዓ.ም፣

### 6. Short term trainings

Name of the Organization providing Training	Principal Subject/ Skills covered
Amhara Management Institute	Project cycle management, Kaizen, TOT, and facilitation skills, BSC, work ethics, consulting skills, SPM planning, income generating, monitoring, and evaluation, transformational leadership, work ethics, income-generating activities, entrepreneurship, life skills, gender and development, change management, research methods, report writing, best experience and success story development, project risk management, and mindset and intelligence.
Ethiopia Kaizen Institute	Full kaizen training
Amhara Regional Education Bureau	Income-generating activity, education lesson study, a revised school improvement program, special needs and inclusive education implementation, and educational instructional media preparation.
people to people	HIV/AIDS prevention Mechanisms and Income generating activities.

### 7. Language Skill

Specify Language	Amharic	English
Reading skills	Excellent	Excellent
Writing skills	Excellent	Excellent

Speaking skills	Excellent	Excellent
Listening Skills	Excellent	Excellent

<b><u>Skills and Competencies</u></b>	<ul style="list-style-type: none"> <li>• Business consultancy skill</li> <li>• Preparing organizational structure</li> <li>• Preparing salary scale survey</li> <li>• Training facilitation skill</li> <li>• Strong interpersonal, communication, problem-solving, organizational and team-work skills</li> <li>• Consult and plan income generating activities</li> <li>• Demonstrated ability to train and build capacity of others</li> <li>• Concrete experience in strategic planning, technical and professional skills; leading and conducting needs assessment.</li> <li>• Application of participatory team building and leadership methods.</li> <li>• Familiarity with data quality assessment and ability to utilize M&amp;E tool systems.</li> <li>• Proficient in using MS Office projects (especially, PowerPoint, Word, Access, SPSS, and Excel).</li> </ul>
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**REFERENCES: -**

- ✓ D.r Matebe Tafere—Head of Amhara National Regional State Education Bureau
  - Cellphone +251-911-86-22-52
- ✓ Ato Ayenalem Tafere – Area Manager in Development Expertise Center (DEC)
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