

Curriculum Vitae



Personal information

First name(s) Surname(s) **First name(s) Aynalem Surname(s) Woldargay**
Address(es) House number 1876, street name _____, postcode 518, city Addis Ababa, country Ethiopia
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Fax(es) +2510113767605
E-mail aynej_2000@yahoo.com zenebu.duguma@yahoo.com or aynalme.w.argay@eiabc.edu.et
Nationality Ethiopian
Date of birth
Gender Female

Desired employment / Occupational field

Secretary

Work experience

12 Years

Dates 2015-now EIABC, 20/02/2014- 25/09/2014 in Addis Ababa city council office, feb/10/2006- April 8, 2011 Ethiopian Addis Kidan Baptist Church, 2004-2007 Addis Ababa city government lideta sub city Kara Mara Primary school Addis Ababa

Occupation or position held Acting school principal (Director), Supervisor of the school construction works, secretary, Executive secretary, secretary/admin assistance, project coordinator and team leader

Main activities and responsibilities Control personnel how they perform they duty and responsibility, involve in nearly all aspects of school director, plan class curricula with the relevant team, Set school budgets with the relevant team, Plan design programs to keeps student save and free of drugs and alcohol, Supervise on the construction of school building which was donated by UNCEF. Gather quarterly, monthly, annually report from department heads...organize and submit to elders, Manage the day – to day operations of the office, Organize and maintain files and records, Plan and schedule meetings and appointments, Manage projects and conducting research, Prepare and edit correspondence, reports and presentations, Make travel and guest arrangements, Provide quality customer service, Manage the day – to day operations of the office, Organize and maintain files and records, Plan and schedule meetings and appointments, Manage projects and conducting research, Prepare and edit correspondence, reports and presentations, Make travel and guest arrangements, Provide quality customer service... coordinate and manage the IRCO's personnel

Name and address of employer Ethiopian Institute of Architecture, Building Construction and City Development Addis Ababa University
P.O.Box 518
Addis Ababa, Ethiopia, www.eiabc.edu.et
Office: +251 (0) 112732455
Mobile: +251 (0) 912616689
Email: sydney@eiabc.edu.et
internationalrelations@eiabc.edu.et

Type of business or sector University / higher education instantiation/

Education and training

Dates 2014- 2016 MA, 2009-2012 BA, 2006-2006 Diploma, 2001-2002, Advance certificate,
Title of qualification awarded MA, BA, Diploma, Advance certificate
Principal subjects/occupational skills covered Leadership and development studies, Secretarial science and office management
Name and type of organisation providing education and training MY-MLC, St' Mary's university, Kefitegna 4 tech. and voc training institute
Level in national or international classification National and international

Personal skills and competences

Mother tongue(s) **Amharic**

Other language(s) **English**

Self-assessment

European level (*)

Language

Language

Understanding		Speaking		Writing	
Listening	Reading	Spoken interaction	Spoken production		
Excellent	Excellent	Excellent	Excellent	Excellent	
Advanced	Advanced	Advanced	Advanced	Advanced	

(*) [Common European Framework of Reference for Languages](#)

Social skills and competences team spirit; good ability to adapt to multicultural environments, gained though my work experience more than skill such as; good communication skills gained through my experience as executive secretary, admin assistance, school principal, secretary, supervisor ...Volunteer...

Organisational skills and competences Leadership currently responsible for a team of need family and children volunteer team, Sense of organization (experience in internatiol relation and development); Good experience in project or team management, international relation and communication...

Technical skills and competences Good command of computers and other technical skill I am responsible for the implementation of computers and other technical skill in my dept.

Computer skills and competences Good command of Microsoft office tools like work, excel, and PowerPoint additionally I have basic knowledge of graphic design applications (adobe illustration, Photoshop)

Artistic skills and competences Good command of music and writing etc..

Other skills and competences I have had good command of volunteer activity skill in my part time in needy family and children to invest on them.

Driving licence -----

Additional information

Annexes