Resume Fasil Damte Bogale

FASIL DAMTE BOGALE

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# Professional Summary

Proficient translator and interpreter in English and Amharic language. Competent in leadership of sponsorship operations and communications in ChildFund Ethiopia, with proven record of improvements in performance. Innovative and passionate about excellence of communications products. Excellent communications skills with years of experience in education, program management, communications, leadership, and sponsorship operations.

# Skills

Microsoft Office suites, PowerPoint Presentation, Photography, Microsoft Office suites, Power point Video shooting Video editing, Adobe Photoshop, Excellent command of English speaking and Writing. Strong verbal communication, Team leadership, Staff development, Program Management, Development of Communications Strategy, type 55 over words in English per minute

# Certificates

Project Management Personal Security, Video shooting and editing, Facilitation, Coaching and Performance Management Principles and Practices (CFP) , Usage of Lotus Notes , Fundamentals of Photography , InDesign CS5 Essential Training Photography and Video Shooting and editing, Project Management (PMDU) Communication for Development (C4D) ( International Training Center of the ILO, Turin, Italy June 12- 15, 2018) Humanitarian Communications, Humanitarian Contexts Systems and Standards, Introduction to Humanitarian Law

# Work History

## Translator/Interpreter

**Supporting Elections for Ethiopia’s Democracy Strengthening (SEEDS)**

**UNDP, Addis Ababa, Ethiopia**

1. Producing an accurate translation of English to Amharic and vice-versa. Content accuracy includes detailed comparison of content, facts and figures and making sure there are no omissions from the source; translations and proofreading all footnotes and/or endnotes, captions under photographs, lists etc.; accurate exact and agreed upon translation of UN agencies and title; accurate and consistent usage of UN terminology adapted to Amharic language.
2. Ensuring Amharic language excellence and proofreading, including excellent Amharic language vocabulary, syntax, expression and grammar as well as all relevant terminology.
3. Ensuring quality check and proofreading of translation; ensuring that no typographical errors are left in the final text. Ensuring consistency of translation within documents and aid efficiency;
4. Providing simultaneous interpretation in conferences/meetings to approved standards from Amharic to English and vice versa.
5. Being responsible for consecutive translation at the meetings, conferences, workshops, seminars organized by UNDP.

2019 – Now

Volunteer Humanitarian Translator at Translators without Borders

2020 Won a Literary Translation Challenge by Ethiopian Literary Translators Network.

2017 – Now- Freelance Translator at Asian Trust Global Company ltd.

1. Translation of Amharic documents to English and vice versa.
2. Editing of Amharic and English Documents.

2017 – Now

Freelance translator at GYB Consulting PLC. And Grace Consultancy Ethiopia

1. Translation of questionnaires, interviews, and presentation materials.
2. Editing of proposals, and Reports
3. Translated and edited documents through Translators Without Borders to UN Women, World Vision UK, Social Development Direct, World Health Organization, International Rescue Committee
4. The documents relate to Training Materials in Journalism, Safeguarding Handling Framework, Guidelines, and COVID 19.

2020 Edited a document to UNV as an online volunteer.

## Sponsor Relations and Director, ChildFund Ethiopia

 **Addis Ababa 2015- December 2019**

* Leading Country Office Sponsorship team in the implementation of organization wide sponsorship initiatives, policies, and procedures, database processing and administration.

Responsible for the overall sponsorship operations of the Country Office.

* Responsible for compliance to various operational standards.
* Support the establishment of clear linkage between program initiatives at the community level and the desired outcomes of sponsorship management.
* Lead the country office in the implementation of new initiatives in sponsorship liaising with Regional Office and IO.
* Improving the sponsorship correspondence to contribute toward maintaining sponsor- child relationship and retention of sponsors.
* Inspire the commitment of Local Partners in working for the success of sponsorship operations by adhering to quality of correspondence and timeliness.
* Reporting to the Country Director, responsible for the strategic direction of the Country Office in sponsorship related activities.
* As member of Senior Management Team (SMT) of ChildFund Ethiopia, responsible for contributing to strategic directions of the Country Office.
* Coordinated the development of ChildFund Ethiopia’s Urban Strategy

## Sponsor Relations and Communications Director, ChildFund Ethiopia, Addis Ababa

**2014- 2015**

* + Led the Development Communication Strategy for ChildFund Ethiopia
	+ Led the production of Country Office Annual Report
	+ Led the development of Country Office Internal Communication Protocol
	+ Worked with consultants in the development of best practices of programs
	+ Develop sponsorship communication protocol for the Country Office and Partner Organizations
	+ Design and produce brochures and fact sheets to support the promotion of the Country Office.
	+ Managing Country Office events in World Café to gather input for program planning
	+ Coordinated the development of ChildFund Ethiopia’s Urban Strategy
	+ Led the production of Country Office Annual Report
	+ Produced short videos to enhance the relationship of sponsors and children
	+ Participating in Strategic Decisions of the Country Office, as member of the Senior Management Team
	+ Follow up emergency programming of the CO as a member of the Emergency Management Group of the Country Office

## Area Development Program Manager, World Vision Ethiopia, Kemisse, Ethiopia 2013- 2014

* + Run the management of Kemisse Area Development Program, a program comprised of five projects in education, health, water and sanitation, food security, and sponsor- ship.
	+ Supervise a total of 22 staff members, development facilitators, support staff, and community development workers.
	+ Work hard to contribute to the wellbeing of vulnerable children in Kemisse area which leads to the realization of the National Office strategy .Oversee and ensure the execution of the entire program cycle in accordance with the LEAP (Learning through Evaluation with Accountability and Programming) framework;
	+ Led the management of emergency response in Kemisse