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| ISMAIL BURHAN ISMAIL |

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A Project manager with 4 years’ experience and excellent interpersonal skills seeking a program implementation project at a humanitarian organization. Highly skilled in community management, content management and event management through my personal brand experience with proven track record of event planning, workshop training, social media content preparation and management using Canva, Trello and Mailchimp for my email newsletter. I also have proven work experience managing online platforms, development of infographics, online surveys, presentations and organization of webinars.

# Experience

### MARCH 2022 – march 2023

##### Program Manager/Irise Hub, Mogadishu, Somalia

* Implemented and Managed Dalbile Youth Fund, a fund designated to support Youth-led initiatives in Somalia, under the EU ILED, accelerating the Socio-economic empowerment of vulnerable youth in Somalia project.
* Participated in planning, reviewing, advising, and coordinating activities of the function.
* Strengthened the team through leadership development, personal coaching, counselling and formal instruction.
* Managed the online platform Atlas, work plans and face form reviews.
* Engaged with the ministry lines and the UNFPA staff on progress of the project.

### DECEMBER 2021 – FEBRUARY 2022

##### Center Manager/Abdiaziz Youth Centre, Mogadishu, Somalia

* Controlled and overseen daily center activities.
* Engaged with the community and coordinated on opportunities for women and youth empowerment.
* Organized and coordinated employee schedules, ensured adequate and realistic performance.
* Followed and monitored any activities that ran in the center.

### SEPTEMBER 2019 – SEPTEMBER 2021

##### Assistant Program Director/Awjama Cultural Centre, Nairobi, Kenya

* Contacted Somali writers and elders to participate in promoting Somali culture.
* Prepared, processed and followed up on administrative and logistical arrangements.
* Organized events including the Somali book fair event to launch Somali books and meetings between elders and center members.
* Oriented new members.
* Promoting the library within the community, managed the center library.
* Trained colleagues and youth to build their capacity in research and reading.

### JANUARY 2016 – APRIL 2019

##### Site Manager/Somali Consulting and Engineering Services, Somalia

* Ensured all materials used and work performed were as per specification.
* Managed, monitored, and interpreted the contract design documents supplied by the client or the architect.
* Prepared daily reports and resolved any unexpected technical difficulties and other problems that arose.

# Skills

General and Interpersonal skills • Design Thinking • Communication and Negotiation skills • Excellent time management skills • Conflict Management • Public Speaking • Data analytics • Research, Proposal and Report writing skills • Willingness to Learn • Excellent time management skills • Conflict Management • Public Speaking • Planning, Organising and Coordination skills

# Education

### may 2016

##### Bachelor of Science Civil Engineering/East Africa University, Bosaso, Somalia

# Diplomas/Certificates

### 2023

##### Procurement and Logistics Certificate/Mercy Corps on Disasterready.org.

### 2023

Project Management Essentials Certificate/The Cornerstone Ondemand Foundation on Disasterready.org

# Activities

Reading and Research • Event management • Art • Podcasting • Training and Workshops • Travel

# References

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