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## Evaluation Officer Resume

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### Job Objective

Evaluation Officer seeking a position with an organization in which my expertise and educational background can help.

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### Highlights of Qualifications:

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- Wide experience in monitoring and evaluation in a USAID/PEPFAR funded project
  - Huge knowledge of planning and implementation of M&E systems
  - Extensive knowledge of data collection, analysis and quality assurance
  - Familiar with OVC programming
  - High level of computer and communication skills
  - Ability to work in a flexible setting efficiently.
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### Professional Experience:

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Evaluation Officer  
iMentor, West Union, IA  
August 2005 – Present

- Carried out monitoring and evaluation of projects
- Established efficient M & E Systems and tools to support the monitoring mechanism.
- Coordinated monitoring activities at the implementing partner's level through proper methodologies
- Ensured adherence to work plans throughout monitoring period.
- Ensured effective data collection, processing and analysis
- Supported implementing partners in capacity building and to comply with USAID reporting requirements.

Evaluation Officer  
Global AIDS Interfaith Alliance, West Union, IA  
May 2000 – July 2005

- Developed evaluation methodologies, objectives, priorities and scope.
  - Designed and managed multi-year evaluation programs within the project.
  - Managed an existing portfolio of mixed-methods evaluations
  - Selected, directed and optimized the delivery of independent evaluations.
  - Developed primary evaluation tools to set stage for final evaluation
  - Constantly tracked milestones, deliverables and reporting needs to ensure efficient performance of contracts
  - Designed and implemented measurement programs focusing on multidimensional metrics and methodologies to drive performance management.
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### Education:

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Bachelor's Degree in Statistics  
Mount Mary College, Milwaukee, WI

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