
Monitoring And Evaluation Officer Resume

Job Objective

To further improve my skills as a Monitoring And Evaluation Officer by working for a challenging organization with high goals.

Highlights of Qualifications:

- Wide experience in monitoring and evaluating international relief and development programs
- Strong knowledge of standard evaluative procedures and monitoring techniques.
- Sound knowledge of wide range of international organization.
- Strong ability to address difficult problems through established approaches and techniques
- Proficient with data collection and analysis using data collection instruments.
- Superior ability to work in an emergency, cross-cultural and politically sensitive environment
- Exceptional inter-personal, cultural and diplomatic skills

Professional Experience:

Monitoring And Evaluation Officer
Global AIDS Interfaith Alliance, Minneapolis, MN
August 2005 – Present

- Designed and implemented evaluation procedures and monitoring tools
- Developed, standardized and deployed survey tools and data collection forms to implement monitoring plans effectively.
- Conducted monitoring and evaluation exercises for assigned projects and programs.
- Conducted baseline surveys and impact study on programs and projects assigned.
- Provided technical support for international projects and interim development programs
- Trained and inducted local partners to implement programs in line with program objectives.

Monitoring And Evaluation Officer
Management Sciences For Health, Minneapolis, MN
May 2000 – July 2005

- Monitored and evaluated assigned programs and projects using standard tools and procedures.
- Coordinated with sub contracting partners to ensure timely release of reports on completed and on-going projects.
- Performed data collection, data analysis and data interpretation to support project evaluation.
- Ensured quality service and output by project staff.
- Ensured all objectives and goal of the program and projects were met.
- Prepared monthly reports on assigned projects and programs to assist evaluation procedures.

Education:

Bachelor's Degree in Development Studies
Hope College, Holland, MI

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