



Nebiyu Samuel Asnake

**Addis Ababa**

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## Profile

I hold a **Master's degree in Project Management** from St. Mary's University (2024) and a **Bachelor's degree in Electrical and Computer Engineering** from Addis Ababa University (AAiT, 2021). With a strong academic foundation and a passion for innovation, I am eager to contribute my expertise to an organization where I can make a meaningful impact and grow professionally.

To complement my formal education, I have pursued additional certifications, including **Graphics Design** from Berhane Selam Technology College and **Basics of Cyber Security**, which have further enriched my skill set. Currently, I am engaged in my role with the **Youth and Cultural Development Foundation**, where I have honed my project management and teamwork skills in dynamic, multicultural environments.

With a proven ability to think creatively, collaborate effectively, and adapt to diverse settings, I am ready to take on new challenges and deliver impactful results. I welcome the opportunity to discuss how my background and skills align with your organization's goals.

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## Skills

### Project Management Skills

- **Project Planning and Coordination:** Skilled in planning and coordinating project timelines, tasks, and milestones.
- **Task Management:** Proven ability to manage multiple tasks and meet deadlines.
- **Risk Management:** Experienced in identifying potential risks and implementing mitigation strategies.

## Cultural Awareness and Sensitivity

- **Multicultural Team Collaboration:** Demonstrated ability to work effectively with diverse teams in international settings.

## Stakeholder Management

- **Relationship Building:** Strong communication skills to build and maintain relationships with stakeholders, including clients and vendors.
- **Follow-up and Reporting:** Adept at keeping stakeholders informed and tracking project progress.

## Problem-Solving Skills

- **Issue Resolution:** Skilled in identifying project challenges and finding creative solutions.
- **Adaptability:** Willingness to adjust plans and processes in response to unexpected challenges.

## Teamwork and Collaboration

- **Team Coordination:** Experienced in organizing team meetings and delegating tasks effectively.
- **Conflict Resolution:** Skilled at managing and resolving minor conflicts within project teams.

## Organizational Skills

- **Time Management:** Effective in managing time and prioritizing tasks in fast-paced environments.
- **Document and Data Management:** Experienced in organizing project documents, files, and tracking progress.
- **Detail-Oriented:** Meticulous in reviewing project details and ensuring accuracy.

## Communication Skills

- **Written and Verbal Communication:** Strong ability to communicate clearly with team members, stakeholders, and external partners.
- **Report Writing:** Experienced in writing project status reports, meeting notes, and documentation.

- **Presentation Skills:** Skilled in creating and presenting project updates to stakeholders.

## Language Skills

- **Amharic and English:** Proficient in both languages, with strong communication skills.
  - **Afaan Oromoo:** Speaking and listening skills.
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## Education

### **Master of Arts in Project Management**

St. Mary's University, Addis Ababa

*Issued on May 09, 2024*

### **Bachelor of Science in Electrical and Computer Engineering**

Addis Ababa University (AAiT), Addis Ababa

*Issued on October 07, 2021*

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## Awards and Acknowledgements

- Certificate of Appreciation for being one of the top three students in my class throughout high school and my master's degree.
  - Youth Fellow Leader and effective coordinator in high school, university, and church.
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## Relevant Experience

### **Youth and Cultural Development Foundation – Addis Ababa**

*April 2024 – Present*

- Served as a core member of the Monitoring, Evaluation, Accountability & Learning (MEAL) team, designing and implementing frameworks to track project performance, ensure data quality, and support evidence-based decision-making for youth empowerment and cultural initiatives.
- Participated extensively in data analysis and visualization, utilizing Python (Pandas for data manipulation, cleaning, and statistical analysis) and Power BI to develop interactive dashboards, generate reports, and visualize key metrics that informed program adjustments and stakeholder communications.

- Compiled comprehensive M&E reports detailing findings, insights, and recommendations to enhance program effectiveness and accountability
- Maintained and troubleshooted office equipment (computers, printers, scanners), resolving software issues to ensure operational efficiency.
- Acted as the primary contact for an Australian Embassy-funded project on AfCFTA (African Continental Free Trade Association) capacity-building for SMEs, conducting baseline surveys, data collection, and compiling critical insights to inform project strategies and measure impact.
- Redesigned the organization's website to enhance functionality, user experience, and alignment with program goals.
- Engaged with stakeholders and youth coalition representatives in meetings to support youth empowerment initiatives.
- Provided technical support to field office teams, enabling smooth program implementation.
- Assisted supervisors with research, data analysis, and reporting to inform program strategies and decision-making.

#### **Impact and Value Added:**

Through these contributions, I played a key role in strengthening the organization's operational efficiency, program delivery, and stakeholder engagement. My technical expertise in MEAL, data analysis with tools like Python and Power BI, project coordination skills, and commitment to youth and SME capacity-building initiatives directly supported the organization's mission and strategic goals.

#### **Geneva Global Ethiopia – Addis Ababa**

*January 2023 – January 2024*

- Led and executed projects with precision, consistently meeting or exceeding goals.
- Strategized and planned initiatives, ensuring efficient implementation and successful outcomes.
- Identified and resolved challenges proactively using strong analytical and problem-solving skills.
- Coordinated and motivated teams, fostering collaboration and a supportive work environment.
- Engaged stakeholders effectively, maintaining clear communication and alignment throughout projects.
- Drove continuous improvement, contributing to the overall success and efficiency of operations.

## **Sony Company** – Addis Ababa

*January 2018 – June 2018*

- Maintained and repaired electrical equipment, including TVs, tape recorders, projectors, and cameras, ensuring optimal functionality.
  - Demonstrated strong verbal communication skills through direct customer interactions, addressing inquiries, and providing solutions.
  - Collaborated effectively with sales team members to achieve daily targets and contribute to the company's mission and goals.
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### Additional Information

- **Driving License:** 2nd Grade since 2011 E.C. with daily driving experience.

### **Hobbies and Interests:**

- Watching documentaries on historical events.
  - Regularly playing soccer and working out.
  - Reading books on subjects like history, business, philosophy and, neuroscience.
  - Listening and watching online lectures on topics like computer programming, economics and development, and Geo-politics.
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### References

#### **Nebiyu Y. (MSc.)**

Teacher and Advisor

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