

EVE TAMELA

702 South Beech Street #1, Syracuse, NY 13210
(315) 433-0963 / etamela@juno.com

SKILLS & QUALIFICATIONS:

- **Program Administration**
- **Grant Monitoring & Management**
- **Project Development & Evaluation**

RELATED PROFESSIONAL EXPERIENCE

Program Manager, The MOST Project/USAID Micronutrient Program, International Science and Technology Institute (ISTI), Arlington, Virginia (01/99-09/05).

- coordinated administrative and managerial oversight of regional and country-level activities to ensure compliance with ISTI and United States Agency for International Development (USAID) regulations and procedures; set up country offices; monitored local country grant implementation per local legal and governmental requirements;
- coordinated all project supported regional and county-level activities of implementation units within the region; back-stopped program and technical assistance activities in the Congo, Ghana, Madagascar, Morocco, and Zambia;
- developed and monitored regional and country-level work plans and budgets; negotiated and prepared contracts with local and expatriate consultants and firms.

Project Management Adviser, Reproductive Health Project, Marie Stopes International, Cambodia (09/97-05/98).

- directed all administrative and logistical aspects to set up a country office for a \$4 million United Nations funded safe-motherhood project in Cambodia;
- recruited and hired all support staff; monitored budgets and prepared all project related reports; liaised with government ministry and donor representatives.

Technical Advisor, Community Health and Population Services Project, John Snow Incorporated, Mali, West Africa (07/93-09/97).

- provided technical advice to local non-governmental agencies in their organizational development process including strategic planning, program development and management, human resources administration and financial accountability;
- advised local agencies in the development of prototype family planning education support materials and visual aids for use by community-based field workers; coordinated activities to produce a national training curriculum.

Assistant Field Director, Plan International, Burkina Faso, West Africa (03/92-07/93).

- implemented a multi-sectoral community development program in rural communities of Burkina Faso;
- assured the effective execution of logistical support services for field office operations;
- reviewed monthly financial statements and prepared annual field office financial and activity reports; monitored budgets and initiated cost control measures as required;
- organized and conducted the annual performance appraisals of fifty local staff;
- initiated and maintained cordial relations with local officials and other collaborating development agencies.

Strategic Planning Consultant, Loudon County Citizens for Social Justice, Shelter for Abused Women, Leesburg, Virginia (1990).

- organized and conducted the six-month workshop process to assist this stateside nonprofit women's community development and service agency with its organizational and strategic planning efforts to expand and diversify its program of activities for improving the economic and personal lives of disadvantaged and abused women in Loudon County, Virginia.

Project Coordinator for West Africa, Center for Development and Population Activities, Washington, D.C. (01/90-02/92).

- developed and expanded programming and capacity building activities for non-profit organizations implementing community-based reproductive health projects in Mali, Senegal, and Kenya; conducted project evaluations;
- provided technical assistance to grant recipients in strategic planning, project design, proposal writing, budget preparation, program administration and financial management.

Project Management Specialist, The Enterprise Program, John Short & Associates, Columbia, Maryland (03/88-12/89).

- directed program development activities for reproductive health projects in Burkina Faso, Cote d'Ivoire, Guinea, Mali, Rwanda and Egypt; conducted project feasibility studies, prepared proposals for funding consideration and negotiated contracts;
- assessed institutional resources, determined training needs, prepared technical assistance plans, identified and hired consultants;
- organized and conducted in-country workshops and training programs to address technical and management needs.

Administrative Supervisor, Cornell University Division of Nutritional Sciences, Ithaca, New York. (02/87-03/88).

- directed the day-to-day fiscal and administrative management of a multi-project international maternal and infant nutritional surveillance program; supervised support staff;
- developed reporting systems to effectively monitor field-based research activities and expenditures; provided feedback to field staff; liaised with university administration and external agencies.

Associate Regional Director/Asia and Pacific, Family Planning International Assistance, The Planned Parenthood Federation of America, Bangkok, Thailand (04/84-11/87).

- co-managed the activities to set up a regional office in Thailand to administer a \$3 million grants management program for reproductive health projects;
- negotiated, developed and prepared proposals to solicit funding for local non-profit organizations implementing reproductive health projects in Indonesia, India and Pakistan;
- provided technical assistance in proposal writing, program planning and management to host country professionals; conducted in-service technical and management training; supervised the project monitoring activities of a multi-national professional staff.

Program Associate/International Division, The Planned Parenthood Federation of America, New York, New York (06/82-03/84).

- reviewed 25-30 proposals and amendments annually to determine adherence to established agency standards and USAID requirements;
- analyzed financial and activity reports, assessed planned versus actual progress, identified problems and recommended follow-up action.

Community Health Educator/Volunteer Leader, United States Peace Corps, Senegal, West Africa (03/79-08/81).

- liaised with government officials at the national, regional and local levels to establish a pilot program in elementary school health education; organized and conducted a two-week practice school for new health education volunteers; interviewed and hired host country teachers, compiled lesson plans to publish an elementary school teachers' health education manual;
- taught textile technology at the YMCA occupational training center in Dakar, Senegal;
- conducted home health visits and counseled mothers with children in the local language; collaborated with village and local officials to establish a health facility in a rural African community.

EDUCATIONAL BACKGROUND

- 2007** Virginia Polytechnic Institute and State University, Blacksburg, VA – M.S in Housing
2001 Regis University, Denver, CO – M.B.A. coursework.
1984 Columbia University, New York, NY – M.P.H. in Health Administration.
1978 Michigan State University, East Lansing, MI – M.A in Clothing and Textiles, Anthropology,
African Language and Area Studies,
1975 State University of New York, Oneonta, NY – B.S. in Education and Home Economics,

LANGUAGES / OTHER

Fluent French (FSI 4/4); working knowledge of Swahili, Jula/Bambara, Wolof, Diola.
Strong computer skills: Microsoft Word/Excel/Access/PowerPoint, SPSS, Blackboard, Dreamweaver.
New York State Secondary Teaching Certification (#071449481).