

OIDA SHIERS

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OBJECTIVE

- To utilise my theoretical knowledge of project management for development and practical international development skills as a Monitoring and Evaluation Analyst

SUMMARY OF SKILLS

- Graduate Certificate in International Development with a Bachelor's Degree in Administration and Information Management
- Courses of study included Project Design and Proposal Writing; Project Monitoring and Evaluation; Humanitarian Assistance and Service Delivery; and Research Methods and Fieldwork Techniques in Development
- Excellent knowledge of MS Office 2013/O365, including Access, Excel, Word, PowerPoint, and Outlook
- Excellent knowledge of Google Platform, including Google Drive, Sheets, Slides, and Gmail
- Professional and assertive communication skills both orally and written
- A self-starter, able to work independently and within a team setting
- Exceptionally organized and detail oriented with the ability to multitask and prioritize duties to meet critical deadlines
- Willing to relocate
- Fluency in English. Elementary proficiency in Spanish

WORK AND VOLUNTEER EXPERIENCE

Monitoring and Evaluation Officer

2019 - 2019

EQWIP HUBS, La Paz, Bolivia

- Assist with adaption, implementation and application of monitoring and evaluation tools for EQWIP HUBS
- Support monitoring, data collection and data analysis for hubs La Paz and El Alto
- Support the development and implementation of training on monitoring and evaluation tools for EQWIP HUBS staff, partners and volunteers
- Assist in preparation of quarterly and annual work plans
- Assist in preparation of quarterly and annual reports
- Support knowledge management activities for EQWIP HUBS
- Develop knowledge sharing tools and activities to facilitate learning and sharing
- Apply capacity building principles in the development and implementation of all activities
- Develop, document and share all tools and materials developed with partners and country staff
- Contribute to gender equality objectives of the project by ensuring the participation of women in all activities
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Emergency Response Team (ERT) Responder

2018 - Present

Canadian Red Cross

- Conduct emergency preparedness activities
- Assess the needs of those affected by an emergency event
- Provide services such as shelter, food, clothing, registration of evacuees
- Provide emotional care and comfort within an emergency shelter, community reception centre, community recovery centre, or through outreach activities in the community

**Front Office Administrative Assistant
Alzheimer Society of Durham Region**

January 2018 – December 2018

- Provided administrative support for our Family Support, Public Education, and Recreation Programs
- Answered and direct telephone calls to appropriate staff
- Greeted clients and the general public as they entered the facility
- Created and maintained documentation and organized files and completed general administrative tasks such as photocopying and filing
- Developed, updated and maintained the resource center
- Utilised management software to enter, organize, and report data
- Completed Inventory Management, for outreach opportunities, special events, and office supplies
- Created client, program, & volunteer packages as well as set up and teardown for events

OTHER WORK EXPERIENCE

Senior Desktop Services Technician
Questrade

Senior IT Helpdesk Analyst
Vision Critical

Senior Desktop Support Analyst
The Globe and Mail

EDUCATION

International Development Graduate Certificate
Centennial College, Toronto, Ontario 2018

Administration and Information Management
Ryerson University, Toronto, Ontario 2002

PROFESSIONAL DEVELOPMENT

Gender-Based Analysis Plus (GBA+) Certificate
Government of Canada 2019

Accessibility for Ontarians with Disabilities Act (AODA) Training
Government of Ontario 2018

Red Cross Disaster Management Training
Canadian Red Cross 2018

United Nations (UN) Sustainable Development Goals (SDG) Youth Advocacy Certificate of Achievement
University of Ontario Institute of Technology (UOIT) 2017

Ontario Council for International Cooperation (OCIC) student member

Project Management for Non-governmental Organisations (PM4NGOs) member

Project Management for Development Certification (in progress)