

Mélodie OUNDA MEYBI

Nationality: French - Centralfrican (CRA)

Mobile - preference for Africa

International Driving Licence

Tel: +33 6 65 48 10 88 / +258 84 53 60 683

E-mail: melodie.ounda@hotmail.fr

Skype: Mélodie OUNDA MEYBI (PROFPURPOSES)

Project Manager

Efficient, communicative, with excellent abilities to multitask. Trained as an urban project manager, worked in the private sector and in non-governmental organizations with multicultural teams and public/private partners. Used to international working context.

LANGUAGE

French - Mother tongue



Portugues - Fluent



English - Fuent (TOEFL 960/1000)



Spanish - Understood & read/written (A2)



GENERAL SKILLS

- Team management and training
- Financial management control
- Strategic orientation and implementation
- Internal and external communication
- Partnership management

SOFT SKILLS

- Flexibility Adaptability
- Team spirit
- Autonomy
- Rigor

IT SKILLS

Pack Microsoft Office



iWork



Suite créative adobe



AutoCAD, Sketch up



PROFESSIONAL EXPERIENCE

Administrative and Financial Director of the Mozambican Association of Recycling (AMOR), based in Beira

- - Financial Supervision on 3 offices = 824.000 EURO projects funds
- Admin and RH supervision of 25 peoples

Administrative and financial supervision and strategic direction of the organization:

- National representation,
- Budget control and reports,
- Supervision of audits processes,
- Supervision of administrative and financial local managers,
- Daily cash management control,
- Financial reporting,
- Donor relationships,
- Systems and internal procedures development.

Since 01/2018
1 year & 6 months
Mozambique

Center Area **Project Manager and Communication Officer** at the Mozambican Association of Recycling (AMOR) in Beira

- - Weekly activities implemented in 12 schools and 2 universities
- Network of Ecopoints to develop recyclable value chain
- 700.00 EUR raised and managed with the UE

Local coordination on Beira's office activities and partnerships, and mission of development of the organization's communication tools and strategy:

- Office management,
- Team management (12 people),
- Local representation
- Activities planning
- Monitoring and Evaluation strategy,
- Communication strategy,
- Media management of the association,
- Educational materials production.

Since 02/2017
2 years & 4 months
Mozambique

Communication intern at the Mozambican Association of Recycling (AMOR) in Maputo

- - Creation of a communication plan
- Clarification of the thematic axes actions

Evaluation of the external communication tools, proposal and implementation of upgrades and restructurations:

- Clarification of the thematic axes of action
- List of donors
- Project Catalog Revision

07/16 - 01/17
5 months
Mozambique

Urban Governance intern at Livaningo in Maputo

- - Study on waste management Stakeholders in Maputo

Fundraising and technical support on project implementation:

- Community participation project for the orientation of participatory municipal Funds,
- Meetings with community representatives,
- Interview in Communities,
- Mediation with local authorities.

02/16 - 07/16
5 months
Mozambique

Assistant manager in real estate -condominium management- at Citya Immobilier in Bordeaux

- - Stabilisation of customer porfolio of 96 buildings
- Creation of a processes booklet for all assistant manager

Back-office and front-desk tasks of private condominiums management:

- Contracts management,
- Processing of services
- Assemblies organization
- Follow-up of works,
- Customer service,
- Data management,
- Creation of internal models and processes for file tracking.

09/12 - 07/14
1 year & 10 months
France

FORMATION

2019

Supply Chain Logistics - MOOC* from Rutgers the State University of New Jersey

Oil & Gas Industry Operations and Markets - MOOC* from Duke University

2018

Partnerships that change the world «**Innovative alliances between companies and associations**» - MOOC * from the ESSEC Business School

2017

Municipal Solid Waste in developping countries - MOOC* from the Federal Institute of Technology in Lausanne

*MOOC = Massive Open Onlce Course

2016

Master in «Urban Planning, Housing and International Cooperation» at the Institute of Urban Planning - UPMF Grenoble. (2016)

Master thesis «Waste management in Maputo: A collective action structuring for the network of diverse actors of the heterogeneous city». (2016)

2012

Professional Bachelor «Real Estate Law» at the Law University of Aix-en-Provence (2012)

2010

L2 of **Law** at the University of Poitiers(2010)

MORE ...

Hobbies

- Sports (Dancing, running, swimming),
- Musique (piano),
- Discovery (MOOCs, travels),
- Relaxation (meditating, reading, writing) ...