# Paulos Assefa

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# **Professional Summary**

Reliable Director bringing advanced knowledge of Africa region's population, infrastructure, and planning needs. Supports teams with advanced administrative and organizational skills. Effective at building reports and maintaining databases to deliver timely project results.

#### Skills

- Resolve technical problems
- Applied statistics
- Analyze data
- Gather project requirements
- Optimize system performance
- Prepare reports
- Administer databases
- Data entry

## **Experience**

Strategical Director

Jan 2016 - Current

UP Global Network - Olathe, KS

- Research and help the UP Global engagement in Ethiopia
- Managed and direct a Business initiative to help community development
- Raising funds for community development in Ethiopia

International Business director

Oct 2013 - Current

ETC Institute - Olathe, KS

- Consulted with customers to understand their desires and suggest the best products to meet their needs of information to make better decision
- Educate potential international organizations about the products of ETC Institute
- Managing, Creating and designing online surveys
- Analyzing data and preparing report
- Designing survey questions
- Continuously classified and filed records to keep the system efficient and all information organized.

### **Education**

MBA: Technology managment

Nov 2010

Colorado Technical University - Colorado Springs, CO

Bachelor of Science: Broadcasting and Mathematics'

Dec 1993

John Brown University - Siloam Springs, AR