**CURRICULUM VITAE**

P. O. Box 6733, Moshi –Kilimanjaro, Tanzania

Phone: +255 765892871 / +255 629144857

**PERSONAL PARTICULARS:**

Names: Evelyne Beda Mpinda

D.O.B: 2 August, 1981

Gender: Female

Nationality: Tanzanian

E-mail: ivlin3@yahoo.com

**RELIGIOUS BACKGROUND:**

Current Religion: Christianity (TAG)

Former Denomination: Anglican Church of Tanzania

Date of Receiving Christ: September 1997

Baptismal Date: 20 March, 2004

Baptism of the Holy Spirit: 28 March, 2004

Ministry in the Church: Church Elder

**EDUCATION:**

**Year Place Certificate**

2002 – 2005 University of Dar es Salaam B.A. (Sociology) Upper Second

1999 – 2001 Bwiru Girls’ High School Advanced Certificate of Secondary School

1995 – 1998 Tabora Girls’ Secondary School Ordinary Level Certificate of Secondary School

**WORK EXPERIENCE:**

**January 2010 – to date: Chief Coordinator New Life Foundation, Moshi - Kilimanjaro**

**Main Duties:**

* Carrying day to day supervision of staff and programs run by the organization.
* Supervising heads of departments to understand their needs and how to solve problems in their departments.
* Interpreting the vision and mission of the organization to new employees to ensure adherence on the same.
* Preparing agenda for the meetings and taking minutes in the departmental meetings.
* Working with other administrative leaders in recruiting new employees.
* Acting as the main contact in absence of the seniors.
* Attending employees with queries.
* Communicating and offering relevant support with teams or individual volunteers who want to visit the organization.
* Preparing relevant documents and following up permits for volunteers from overseas.
* Assisting in the travel arrangements of students and staff going abroad.
* Preparing organization’s annual calendars to ensure smooth running of activities.
* Preparing, supervising and being one of the trainers for secondary school camps.
* Facilitating staff seminars to emphasize on the vision and how to reach out to children.

**June 2007 – January 2010: Social Worker & Students Sponsorship Coordinator New Life Foundation Moshi Kilimanjaro:**

**Main Duties:**

* Conducted a research of alumni supported by the organization
* Conducted children screening /home visits for the children who came from difficulty background
* Offered guidance and counselling to students who needed special attention
* Interviewed families of children that wanted educational support to determine their status and whether they needed help
* Involved in training of children workers from various institutions
* Created students profiles and sent them to respective representative countries
* Worked with students to write correspondences and provided other updates to their sponsors
* Took photos during visits and day to day activities and shared them with respective people
* Managed all aspects of sponsorship program and acted as a link between the office and supports from representative countries
* Facilitated visitor tours to homes of children from difficulty background
* Translated for visitors during internal and external meetings

**October 2005 – January 2007:**

**Academic Mistress Grace Schools, Sinza Dar-es-Salaam**

**Main Duties:**

* Worked with the academic master to prepare annual school timetable
* Imparted new knowledge to primary school students on the subject of Social Studies
* Taught Kiswahili, English and History for secondary school students
* Performed guidance and counseling to students
* Prepared teaching and learning materials to ensure effective teaching
* Conducted class talks to solve emerging issues and impart good behavior among students
* Communicated with parents on their children’s progress

**Other Trainings:**

* **Children’s Ministry Training by New Life Foundation, CBM & Petra College SA**
* **Project Cycle Management by IAS Arusha in 2012**

**Skills:**

* Computer Skills: Microsoft office, Internet & E-mail
* Mentoring children and youth
* Leadership, Communication, Empathy, Work Ethics and Adaptability skills

******

**Signature:**