

Profiles included in this document

	Name	Index	DOB	Gender	Nationality	EMail
1.	SMITH, Kelly	287631	17/06/1961	F	USA	smith16@un.org

Personal History Profile for Kelly SMITH

General Details

1. Family name	First Name	Middle Name	Maiden Name, (if any)
SMITH	Kelly	Raye	
2. Date of Birth	3. City of Birth	Country of Birth	Index No
17/06/1961	Dallas, Texas	United States of America	287631
4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
United States of America	United States of America	United States of America	
6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Female	176	64	Single
10. Entry into the United Nations service might require assignment to any area of he world in which the United Nations might have responsibilities.			
Are there any limitations on your ability to engage in all travel? No			
Are there any limitations on your ability to perform in your prospective field of work? No			
11. Have you taken up legal permanent residence status in any country other than that of your nationality? No			
13. What is your preferred field of work? Administrative specialists			
14. Would you accept employment for less than six months? Yes			
15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when? 01/01/2002			
16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? No			
18. Email Address: smith16@un.org			

Relations

19. Are any of your relatives employed by a public international organization? No

If you have any dependents, list them below:

Education

List all university degrees or equivalent qualifications obtained.

University Name	City, Country	From - To
Institute of Social Studies	The Hague Netherlands	Mar-2002 - Aug-2002
Main Course of Study	Field of Study	
Degree Title or Equivalent	Degree Type	
Policy Analysis Skills in Transitional Economies	Postgraduate degree	

University Name	City, Country	From - To
Nanyang Technological University	Singapore Singapore	Jul-2001 - Sep-2002
Main Course of Study	Field of Study	
Civil Security	Security Services	
Degree Title or Equivalent	Degree Type	
Masters of Science in Strategic Studies	Masters	

University Name	City, Country	From - To
Herzen University	St. Petersburg Russian Federation	Jun-1992 - Sep-1992
Main Course of Study	Field of Study	
Fine Arts	Arts	
Degree Title or Equivalent	Degree Type	
Degree in Beginning Russian	Degree	

University Name	City, Country	From - To
University of Buenos Aires	Buenos Aires Argentina	Aug-1991 - Feb-1992
Main Course of Study	Field of Study	
Fine Arts	Arts	
Degree Title or Equivalent	Degree Type	
Degree in Intermediate Spanish	Degree	

University Name	City, Country	From - To
University of Paul Valery	Montpellier France	May-1987 - Sep-1987
Main Course of Study	Field of Study	
Fine Arts	Arts	
Degree Title or Equivalent	Degree Type	

Degree in Intermediate French	Degree	
University Name Texas A&M University	City, Country College Station, Texas United States of America	From - To Aug-1979 - May-1985
Main Course of Study Management	Field of Study Business & Administration	
Degree Title or Equivalent Business Administration & Business Analysis	Degree Type Bachelor of Arts	

List all schools or other formal training or education from age 14 (e.g. high school, technical school and apprenticeship)

Name of School Goethe Institute	City, Country Bangkok Thailand	From - To Jun-1988 - Sep-1988
Main Course of Study German		Certificate or Diploma Degree in Advanced German

Name of School Goethe Institute	City, Country Rothenburg ob der Tauber Germany	From - To Jun-1986 - Sep-1986
Main Course of Study German		Certificate or Diploma Degree in Intermediate German

Name of School Fredericksburg High School	City, Country Fredericksburg, Texas United States of America	From - To Aug-1975 - May-1979
Main Course of Study High School		Certificate or Diploma High School Diploma

Employment

26. Starting with your present post, list in reverse order every employment you have had:

Job Title Deputy Representative (Operations)	Type of Business UN Secretariat Office	From - To 01/09/2009 -
Name of Employer UN Office for Drugs and Crime		Name of Supervisor Representative Jean-Luc Lemehieu
Salaries per Annum: Starting 110763	Final 113044	Currency Paid USD
	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? No
Telephone Number	Email Address kelly.smith@unodc.org	
Address of Employer Afghanistan		
Number of Employees Supervised by You 64		
Description of Duties In charge of Finance, Security, Procurement, Human Resources, Transport, CITS, and General Services. Member of Inter-Agency Operations Management Team, Central Region SMT and Alternate Member SMT and Chairperson of Bid Evaluation Committee (LCC). Managed programme funds for Support Budget Portfolio and for Strengthening Operation Support to Afghan Govt. Regularized administration of entitlements and travel and seperation of duties in Procurement/ Involving/Property systems. Orchestrated training on entitlements for HR, Finance and Substantive. Installed Secretariat and Vienna HQ procedures in all phases of Operations after a long absence of international administrative personnel and staff turnover.		
Summarize any of Your Achievements Coordinated entitlements, movement and accommodation of staff during security relocation of October 2009. Put in place previously non-existent service contracts, instituted 2009 HR Reforms, overhauled and baselined inventory system, ensured correction of entitlement implementation system, streamlined the invoice payment system, reduced OT from \$5000/mo to approaching zero, improved steps in transparent recruitment process, implemented R&I and write-off process, strengthened the check-in/check-out process and asset management controls, put in place anti-fuel fraud measures and a contract for fuel and a new cost effective power generation system. Upgraded compound security and safety and supervised expansion of facilities.		
Reasons for Leaving N/A		

Job Title Senior Administrative Officer	Type of Business Peacekeeping	From - To 01/10/2006 - 01/09/2009
Name of Employer UNMIT		Name of Supervisor CMS Hubert Price
Salaries per Annum: Starting	Final	Currency Paid
	Is this a civil servant position of your Government? No	Is this a position within the UN Common System? Yes
Telephone Number 1212963-0099	Email Address kelly.smith@unodc.org	

Address of Employer

East Timor

Number of Employees Supervised by You

3

Description of Duties

As Senior Administrative Officer in a startup mission, assisted the CMS in the planning, organization, implementation and oversight of the Administrative Component including the analysis of issues and service delivery. Coordinator of UNMIT audits; UNMIT Focal Point for Common Services with UN Agencies and represented UNMIT on the Inter-Agency Management Group; Humanitarian & International Actor Security Forum; Bank Signatory; Alternate Chairperson of LCC Committee; Member LPSB, QIPS Review Committee, PX Committee and Avian Influenza Task Force. Managed ad hoc projects, coordinated Service Chief and Component Head input on cross-cutting issues, identified policy gaps, developed plans and implemented remedies. Reviewed Administration candidates for technical clearance and recruitment; developed Vacancy Announcements for multiple Sections and technical specialties; interviewed and evaluated candidates throughout the mission for job recruitment. Drafted correspondence, MOUs, policy circulars and presentations, reviewed proposals before submission to CMS.

Summarize any of Your Achievements

TDY Oct 06-Jan 07 as SAO on Start-Up Team to UNMIT. Drafted mission support policies and ensured Committees and designated signatories were established in the Mission. Focal Point for development of Common Premises and Services agreement with UN Agencies and drafted relevant MOUs. Set-up Office of the CMS and trained staff and OICs on operations, acted in the stead of understaffed Sections, provided guidance to incoming managers without previous UN experience as needed, analyzed confidential issues and screened security reports, advised on handling of misconduct and BOI issues. Prepared space allocation plan for mission compounds in the capital city. Developed skills of junior staff and UNMIT Administrative Officers through knowledge transfer and regularly advise staff on entitlement issues and logistic support mechanisms.

Reasons for Leaving

N/A

Job Title	Type of Business	From - To
Senior Administrative Officer	Peacekeeping	01/09/2005 - 01/10/2006
Name of Employer	Name of Supervisor	
ONUCI DPKO	CAO Hubert Price	
Salaries per Annum:		
Starting	Final	Currency Paid
		USD
Is this a civil servant position of your Government?		No
Is this a position within the UN Common System?		Yes
Telephone Number	Email Address	
1917367-3263	smith16@un.org	
Address of Employer		
Cote d'Ivoire		
Number of Employees Supervised by You		
2		
Description of Duties		
Senior Administrative Officer coordinating Section and Service Chief input to implement special projects. Coordinated audits and prepared Mission responses. Chairperson of Local Property Survey Board and PX Committee, Alternate Chairperson of ICT Review Committee, Member Tender Opening Committee and Seboko Management Team. Wrote SOPs, code cables, policy circulars, presentations and analytical reports for UNHQ and the Mission. Channeled operational support for Mission Components and advised staff on entitlements. Analyzed administrative and technical support issues, proposed options and composed position papers for senior management. Allocated tasks within O/CAO. TDY Oct. 2006-Jan. 2007 to UNMIT Startup Team.		
Summarize any of Your Achievements		
Creation of database to track DPKO Assessment Reports and Audit implementation. Authored Work Plan for Administration for 2005-2006 and 2006-2007. Investigated and regularized PX start-up, resolved contractual issues from move to new mission HQ, reconciled issues between Sections. During security relocation of Jan.-Mar. 2006 drafted emergency staff and deployment lists, HQ Concentration Point 'Dormitory Plan', briefing and entitlement packet for relocated staff, Code Cables on security preparedness and determined milestones to return relocated staff.		
Reasons for Leaving		
Reassigned to UNMIT Start-up Team		

Job Title	Type of Business	From - To
O/DSRSG Operations Officer	Peacekeeping	01/09/2003 - 01/09/2005
Name of Employer	Name of Supervisor	
MONUC DPKO	DSRSG Behrooz Sadry	
Salaries per Annum:		
Starting	Final	Currency Paid
Is this a civil servant position of your Government?		No
Is this a position within the UN Common System?		Yes
Telephone Number	Email Address	
1212963-0103	bsadry@aol.com	
Address of Employer		
Congo, Dem. Rep.		
Number of Employees Supervised by You		
0		
Description of Duties		
Operations Officer to Deputy SRSG Organization & Coordination/Designated Official handling Administration, Security and Ituri Conflict Zone portfolios. Screened recruitment, drafted budgets, vetted Administration Division inputs, managed day-to-day requirements of Ituri Trust Fund, focal point for Results Based Budgeting and HIV/AIDs Unit, coordinated input to upgrade Mission security. Responsible for preparing briefs, presentations and talking points for DSRSG, attending meetings in his stead and ensuring all administrative and logistical arrangements are made to carry out DSRSG initiatives. Writing of NTFs, Code Cables, presentations and correspondence for DSRSG. Served as Adviser to Designated Official for Mission Security and formulated procedures on Security for SRSG/DSRSG. Member Tender Opening Committee.		
Summarize any of Your Achievements		

Formulation of Mission Threat Assessments and Security SOPs. Primary operational actor in place of absent Designated Official during June 2004 and subsequent crisis periods, instituted Crisis Management plans and ensured Substantive directives on security were translated to quick action, negotiated change of security phases designation with UNCT; issued a Letter of Appreciation and Thanks from DOA for role played during security emergencies. Brought MONUC compounds to MOSS standards. Prepared RBB for all SRSg/DSRSG Sections and Confidential Document Handling SOP for Mission. Chairperson and Member of Boards of Inquiry and Administrative Inquiry Panels in a variety of misconduct issues and member of original Sexual Exploitation and Abuse Task Force where I also drafted procedures.

Reasons for Leaving
Reassignment to ONUCI

Job Title Contract Management Officer	Type of Business Peacekeeping	From - To 01/09/2002 - 01/09/2003
Name of Employer MONUC DPKO	Name of Supervisor Mr. Gilles Briere	
Salaries per Annum: Starting	Final	Currency Paid
Is this a civil servant position of your Government? No		Is this a position within the UN Common System? Yes
Telephone Number 12129630103	Email Address briere1@un.org	
Address of Employer Congo, Dem. Rep.		
Number of Employees Supervised by You 3		
Description of Duties Manager of MONUC's largest single contract for \$20+ million in Airfield Services and for all the Air Charter Contracts of \$93 million. In charge of all financial, procurement and administrative aspects of the contracts. Supervised international contracts staff and coauthored & instituted new Contractor Quality Control program. Ensured Contractor compliance with UN regulations in costings, service delivery, and contractual agreements. Verified invoices and submitted cost reimbursements; started and oversaw UNOE inventory control program; prepared financial and management reports, forecasts, budgets and Business Case Analysis; developed databases and timelines; tracked and resolved incidents involving contractor personnel and misconduct issues; and drafted SOPs. Managed daily operations and prepared plans for future operations.		
Summarize any of Your Achievements OIC in absence of Chief. Authored Technical Evaluation Matrix for bid evaluation, supervised fixed price contract closure and implementation of cost plus performance fee contract. Started up Aviation Contract Management Unit, began a contractor staff tracking system to account for manpower charges and trained staff on procedures and operational aspects in the field. Rationalized contractor labor inputs saving the Organizations tens of thousands per month, plus obtained cost savings from incorrect invoices and secured significant amounts of missing UNOE. Chairperson/Member of 5 high profile BOI cases; approved by UNHQ panels sent to review findings at the 3-star General level, findings were endorsed by the panels in their entirety.		
Reasons for Leaving Transfer to DSRSG Office		

Job Title FSA, OIC Air Ops, OIC MovCon	Type of Business Electoral and Peacekeeping	From - To 01/06/1999 - 01/07/2001
Name of Employer UNAMET/UNTAET DPKO	Name of Supervisor CTS Peter Hornsby, CISS Ronny Stokes	
Salaries per Annum: Starting	Final	Currency Paid
Is this a civil servant position of your Government? No		Is this a position within the UN Common System? Yes
Telephone Number	Email Address hornsby@un.org	
Address of Employer East Timor		
Number of Employees Supervised by You 82		
Description of Duties OIC MOVCON - set up Section with new staff after Mission evacuation establishing air, road and sea units, and freight capability. Responsible for movement of all cargo, containers and passengers in mission area. Managed port, international airport, heliports, freight terminal, MHE, budgets, troop rotation and international clearances. Recruited and supervised staff, established 8 MovCon facilities in country, planned future expansion, integrated civilian and military staff into the Section. OIC AIROPS - Managed all aspects of air transport for 16 rotary and fixed wing aircraft including all taskings, manifests, pax and cargo scheduling, fuel management, air safety inspections and international flight clearances. FSA OEKUSI - Regional Administrator, Logistician and Security Officer in charge of setting up support facilities, managing all Transport and workshop facilities, MovCon, Personnel, Supply, Comms and Security functions; as well as inventory, recruiting and supervising national staff, accommodation, rations, construction, maintenance and also procured materials for all UN offices in the western regions. STAFF COUNSELLING UNIT - performed stress counselling/training, organized and conducted welfare activities in the capital and initiated provincial welfare committees, provided guidance and materials for activities in the provinces.		
Summarize any of Your Achievements Spent the entire Mission as a Chief filling P3-P4 level job. Evacuation Leader of Oekusi and Co-Leader for the evacuation of all East Timor. Responsible for lodging and coordinating national staff needs while at evacuation point in Australia. Started provincial UNAMET Office, restarted Aviation after 1999 emergency evacuation and trained all newcomers, restarted MovCon after evacuation and put in place structure that endured until end of Mission. Developed and put in place an internet-based automated flight reservation database system. Planned and budgeted requirements for airfield equipment & services for East Timorese Government.		
Reasons for Leaving Get graduate degree for promotion		

Job Title UN Logistic Support Centre Manager	Type of Business Development	From - To 01/05/1997 - 01/02/1998
Name of Employer UNDP Sri Lanka	Name of Supervisor Deputy Res. Rep. Sven Madsen	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
30000	30000	USD	Is this a position within the UN Common System? Yes
Telephone Number		Email Address	
941580691			
Address of Employer			
Sri Lanka			
Number of Employees Supervised by You			
15			
Description of Duties			
<p>Representative for UNEP administering the GEF Fund and UNFPA Representative, Supervisor of UNOPS Team, FAO and WFP field consultants. Started Logistic Support Centre providing project identification and logistic services to UN Agencies and bilateral donors, started and managed a hotel including building renovation. Developed and monitored projects in income generation, vocational training, micro-credit/revolving funds, gender issues, animal husbandry, forestry, agriculture, health and capacity building of Government Officers. Responsible for finance, negotiating contracts, securing donor funding, and monitoring \$3 million in project spending. Extensive experience in military/government/NGO/non-state actor liaison, customs clearance and obtaining military permits.</p>			
Summarize any of Your Achievements			
<p>Started up and managed new UNDP Office and UN House in Northern Conflict Zone, Compound Manager for UN House managing premises reconstruction and integration of UN Agencies into common office and operating structure. Supervision of all Agency projects, formulated new projects and found bilateral donors for 17 non-UNDP projects, negotiated movement freedoms never before enjoyed by Agencies by establishing relations with Sri Lankan Military and LTTE Commands, formed the NGO Council to rationalize project support to neediest areas, formulated structure for UNDP field office in Eastern war zone. Started and led UN House. Supervised embassy supported projects.</p>			
Reasons for Leaving			
Transfer to MINURSO			

Job Title		Type of Business	From - To
Logistic Projects Officer, OIC Agadir Team, Information Unit Systems Officer		Peacekeeping	01/02/1997 - 01/06/1999
Name of Employer		Name of Supervisor	
MINURSO DPKO		CISS Peter Hornsby	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
			Is this a position within the UN Common System? Yes
Telephone Number		Email Address	
		hornsbyp@hotmail.com	
Address of Employer			
Morocco			
Number of Employees Supervised by You			
15			
Description of Duties			
<p>Special Projects Officer for CISS and CivPol Liaison Officer, FSA Coordinator, Accommodations Officer. Supervised living conditions at UN field stations; assessed and approved maintenance and refurbishment of 5 Laayoune apartment buildings including ongoing service contracts; worked extensively with rations inspection/ordering/allocation; and performed as Hygiene Inspector. Functioned as a troubleshooter for SRSF, FSA for 13 field stations, assisted with COE as OIC. As OIC AGADIR TEAM was Coordinator for UN Port team, shipping agents and port authorities in the shipping of COE containers and equipment and coordinating contingent advance teams. Handled customs clearance/insurance, managed subcontractors and negotiated contracts, directed convoy movement of goods between Morocco and Western Sahara, managed troop transit facility. INFORMATION SYSTEMS UNIT OFFICER - Responsible for planning and administration. Computerized voter information, corrected process errors, planned voter identification sessions given political and logistical constraints. Conducted site surveys for new Identification Centers, compiled weekly and monthly electoral reports.</p>			
Summarize any of Your Achievements			
<p>FSA Coordinator and Accommodations Officer for planning and implementation of pullback of staff from 13 closing locations and preparing their mission provided accommodation, rotated COE and troops from all locations in Mission through exit points. Complete overhaul UN Algeria facility and administrative procedures; personnel assignments and operating hours; negotiated improved rations allocation from Algerian military and designed a new delivery system and kitchen services; upgraded office compound and staff residential compound with structural, electrical, plumbing, furnishings and contractor service improvements.</p>			
Reasons for Leaving			
Transfer to UNAMET East Timor			

Job Title		Type of Business	From - To
Logistics Coordinator		Logistics for US Army	01/01/1996 - 01/05/1996
Name of Employer		Name of Supervisor	
Brown & Root, IFOR		Doc Keen	
Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
120000	120000	USD	Is this a position within the UN Common System? No
Telephone Number		Email Address	
Address of Employer			
Hungary			
Number of Employees Supervised by You			
60			
Description of Duties			
<p>Planned, implemented and supervised service and support projects for US Army LOGCAP. Prepared cost estimates, liaised with Army, located and modified facilities, procured materials, hired personnel, amended contracts, developed SOP's to operate facilities. Monitored subcontractor facilities, invoicing, and performance. Conducted technical surveys on potential subcontractors. Supervised ex-pats and labor force, managed warehouses, maintained accountability of materials and equipment, ensured compliance with technical parameters in contracts. Responsible for all phases of OCIE (Organizational Clothing and Individual Equipment) including inspection, issuing, cleaning, repair, and training of personnel.</p>			

Summarize any of Your Achievements

Managed OCIE, laundry, set up service support and procedures for IFOR bases in Bosnia and Croatia. Set up military laundry points including supply, scheduling, claims, contractual conformance and training personnel. Selected and rehabilitated numerous facilities within budget, contracted and assessed sub-contractors, designed working procedures and formulated cost estimates for US Army.

Reasons for Leaving

end of contract

Job Title Contract Administration Assistant		Type of Business Peacekeeping	From - To 01/08/1995 - 01/01/1996
Name of Employer UNAMIR DPKO		Name of Supervisor Mr. Gilles Briere	
Salaries per Annum:			
Starting 24000	Final 24000	Currency Paid USD	Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes
Telephone Number		Email Address briere1@un.org	
Address of Employer Rwanda			
Number of Employees Supervised by You 1300			
Description of Duties Sole administrator for services contract overseeing employment of 1300 LNs in the areas of construction, maintenance, waste management, janitorial/grounds/laundry/kitchen/personnel services, airfield operations, EDP, vector control, and fire fighting. Responsible for monitoring all subcontractors and approving invoices. Wrote SOPs, amended contracts, expedited purchase orders and designed reporting forms.			
Summarize any of Your Achievements Acted as Task Order Manager for Chief of Building Management & Engineering Section, conducted site inspections, determined staffing levels, approved job order requests, managed construction and services at military camps, phased out military installations. Formulated and implemented plan to reduce workforce by 50%; no violent incidents occurred as a result of the reduction.			
Reasons for Leaving transfer to IFOR			

Job Title Electoral Support Officer, Logistics Officer, Electoral Advisor to STAE		Type of Business Electoral	From - To 01/04/1994 - 01/01/1995
Name of Employer ONUMOZ UNDP		Name of Supervisor Adamo Valy & Bruno Soares	
Salaries per Annum:			
Starting 27000	Final 27000	Currency Paid USD	Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes
Telephone Number		Email Address	
Address of Employer Mozambique			
Number of Employees Supervised by You 30			
Description of Duties Electoral Advisor to STAE (Technical Secretariat for Administration of Elections) for project planning of elections. Planned/executed movement of electoral material and personnel, controlled 5 aircraft and 45 trucks including fleet/fuel management, in charge of civilian and military aviation contractors. Managed collection/verification of registration and voting data, specified number and location of 600 polling stations, set up 17 warehouses including SOPs. Responsible for training and food supplies of 6500 election officers. Organized Civic Education campaigns, created databases on election scheduling, provided logistic support for UN field camps.			
Summarize any of Your Achievements Head of Provincial Team. Personal Advisor to President of Provincial Electoral Commission and served as Chief of STAE's Organization Department. Wrote ONUMOZ Guide to Registration Irregularities used throughout Mozambique as the official Registration Manual.			
Reasons for Leaving end of mission			

Job Title EDP Assistant		Type of Business Peacekeeping	From - To 01/04/1994 - 01/07/1995
Name of Employer UNAMIR DPKO		Name of Supervisor Mr. Eric Dobegah	
Salaries per Annum:			
Starting 24000	Final 24000	Currency Paid USD	Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes
Telephone Number		Email Address dobegah@un.org	
Address of Employer Rwanda			

Number of Employees Supervised by You

4

Description of Duties

Office set-up and section administration. Ran Help Desk, organized surveys of staff training needs, prepared training manuals and schedules, trained users on all UN software. Wrote database programming, installed and updated network capabilities and software, repaired hardware, controlled disbursement of EDP equipment and materials.

Summarize any of Your Achievements

Set up workshop and user training program, trained EDP staff on new software/hardware/operating systems and repair of same.

Reasons for Leaving

Transfer Section

Job Title Electoral Trainer		Type of Business Electoral	From - To 01/12/1992 - 01/10/1993
Name of Employer UNTAC 5 ACE		Name of Supervisor Mr. Denley Pike	
Salaries per Annum:			
Starting 30000	Final 30000	Currency Paid USD	Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes
Telephone Number		Email Address	
Address of Employer Cambodia			
Number of Employees Supervised by You 0			
Description of Duties Developed materials and taught Electoral Procedure and Language to UN officers and interpreters. Interviewed and evaluated local national candidates for UN hire. Arranged all training in the districts including personnel, facilities, and transport. Initiated courses, planned curriculum and conducted capacity building of government and palace officials.			
Summarize any of Your Achievements Set up UN field offices, hired local staff. Conducted conference training for new international staff arrivals to UNTAC. After the election I transferred to logistics to work in liquidation of assets. I prepared documentation and certified goods to ship COE and repossessed UN equipment and vehicles from local authorities.			
Reasons for Leaving end of contract			

Job Title Office Manager, Curriculum Director		Type of Business Language School	From - To 01/08/1991 - 01/02/1992
Name of Employer Korean Language Academy		Name of Supervisor Mr. Park	
Salaries per Annum:			
Starting 40000	Final 40000	Currency Paid USD	Is this a civil servant position of your Government? No Is this a position within the UN Common System? Yes
Telephone Number		Email Address	
Address of Employer Argentina			
Number of Employees Supervised by You 6			
Description of Duties Responsible for office set up, supervised staff. In charge of curriculum development, administration, personnel, training, finance, and purchasing. Taught TOEFL and technical writing, planned and conducted teacher workshops.			
Summarize any of Your Achievements Brought in 30% of the firm's clients, certified teachers to TOEFL standards and all students passed TOEFL exam.			
Reasons for Leaving Business relocated to USA			

Job Title Executive Assistant to President Asia Division		Type of Business Electronics manufacturer	From - To 01/06/1990 - 01/12/1990
Name of Employer Micro Component Technology		Name of Supervisor Mr. Tom Wilson	
Salaries per Annum:			
Starting 18000	Final 18000	Currency Paid USD	Is this a civil servant position of your Government? No Is this a position within the UN Common System? No
Telephone Number		Email Address	
Address of Employer China			
Number of Employees Supervised by You -			

Description of Duties

Office Manager for Asian Headquarters. Managed office set up, trained and supervised staff. Coordinated EDP for Asian offices including planning and installation of computer network. Responsible for all personnel functions, cash management, and procurement. Arranged import/export licensing, customs, and heavy equipment delivery. Set up warehouses throughout Asia ensuring accountability of equipment and tracking documentation.

Summarize any of Your Achievements

Coordinated move of Asian HQ from Tokyo to Hong Kong, established all subcontracts, remodeled office, navigated bureaucracy to set up new business entity and obtained shipping licenses. Represented company and set up performance standards for Hong Kong, Singapore, Taiwan and China branches.

Reasons for Leaving

end of contract

Job Title Executive Trainer	Type of Business Executive Development	From - To 01/06/1989 - 01/05/1990
Name of Employer Phoenix Associates	Name of Supervisor Mr. Kent	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
180000	180000	USD	Is this a position within the UN Common System? No
Telephone Number	Email Address		
Address of Employer Japan			
Number of Employees Supervised by You 0			
Description of Duties Conference trainer to senior managers on Executive Development and Western Management Techniques. Set up and provided all logistical support for business conferences throughout Japan. Brought in new clients and did career counseling. Conducted individual training in Western Management, Business English/Spanish, computers and Intercultural Communication to executives going abroad to manage corporate offices.			
Summarize any of Your Achievements Created and ran the division training Japanese executives to head their companies in South America. Brought in 5 new corporations as clients.			
Reasons for Leaving end of contract			

Job Title Computer Technician III	Type of Business Defence Contractor	From - To 01/06/1984 - 01/01/1986
Name of Employer Westinghouse Defence	Name of Supervisor Mr. Jack Wilkinson	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
15000	18000	USD	Is this a position within the UN Common System? No
Telephone Number	Email Address		
Address of Employer United States of America			
Number of Employees Supervised by You 4			
Description of Duties Supervised Computer Operators. In charge of terminal network, satellite communications, robots and overseeing operating systems. Installed and repaired computer equipment and upgraded operating systems. Planned computer job scheduling. Trained users and operators on automated factory systems.			
Summarize any of Your Achievements Responsible for Help Desk, wrote procedures manual. Only staff member to complete all Omputer Operator and Computer Technician qualifying levels.			
Reasons for Leaving Move abroad			

Job Title Computer Operator	Type of Business Radio Stations	From - To 01/09/1983 - 01/05/1984
Name of Employer Broadcast Properties	Name of Supervisor Mr. Barry Turner	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? No
10000	10000	USD	Is this a position within the UN Common System? No
Telephone Number	Email Address		
Address of Employer United States of America			
Number of Employees Supervised by You			

Description of Duties

Responsible for program scheduling, accounting, billing, payroll, and personnel for 13 radio stations.

Summarize any of Your Achievements

Supervised installation of and training on computer programming of play list, billing and personnel in three states. Disc Jockey for a popular nighttime international music hour and New Wave weekend show. Arranged promotional events and contests for Country and Western station and brought in a major sponsor for the company.

Reasons for Leaving

graduated from University

Have you any objections to our making inquiries of your present employer? **No**

Other Agencies of the United Nations System may be interested in our applicants. Do you have any objections to your Personal History Profile being made available to them? **No**

For clerical grades only:

Indicate typing speed in words per minute: English - French -

List any office machines or equipment you can use:

Microsoft Word, Excel, Power Point, Access, Project, Visio, PrintMaster

List any of the Official Languages of the United Nations you know.

Language	Mother Tongue	Speak	Read	Write	Understand
English	Yes	Easily	Easily	Easily	Easily
French	No	Easily	Easily	Not easily	Easily
Spanish	No	Easily	Easily	Easily	Easily

In addition to the six United Nations Official Languages, list any other languages you know.

Language	Mother Tongue	Speak	Read	Write	Understand
German	No	Easily	Easily	Easily	Easily
Portuguese	No	Easily	Easily	Easily	Easily

Address

1085 Verbena Drive
Austin Texas United States of America
Telephone: 1-512-257-7913
Fax: 225-05009444
Contact: Kelly Smith

References

30. List three persons, not related to you, and who are not current United Nations Staff Members, who are familiar with your character and qualifications. Do not repeat the names of supervisors listed under Employment.

Reference Name	Occupation or Business	Address	Telephone/Email
Claudia BANZ	Political Affairs Officer	United Nations - DPKO United States of America	19173673614 banz@un.org
Christine CZARNECKI	Security	155 East 52nd St. United States of America	1212297-4996 sadry@unfpa.org
Nelum DE SILVA	Capacity Development Consultant	Dili, East Timor United States of America	nelum.desilva@undp.org