

### 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 <b>SMITH</b>	First Name <b>Kelly</b>	Middle Name <b>Raye</b>	Maiden Name, (if any)
2. Date of Birth <b>17/06/1961</b>	3. City of Birth <b>Dallas, Texas</b>	Country of Birth <b>United States of America</b>	Index No <b>287631</b>
4. Country of Nationality at Birth <b>United States of America</b>	Second Nationality (if any) <b>United States of America</b>	5. Country of Present Nationality <b>United States of America</b>	Second Nationality (if any)
6. Gender <b>Female</b>	7. Height [cm] <b>176</b>	8. Weight [kg] <b>64</b>	9. Marital Status <b>Single</b>

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 <b>Institute of Social Studies</b>	City, Country <b>The Hague Netherlands</b>	From - To <b>Mar-2002 - Aug-2002</b>
Main Course of Study <b>Policy Analysis Skills in Transitional Economies</b>	Field of Study <b>Postgraduate degree</b>	
Degree Title or Equivalent <b>Policy Analysis Skills in Transitional Economies</b>	Degree Type <b>Postgraduate degree</b>	
University Name <b>Nanyang Technological University</b>	City, Country <b>Singapore Singapore</b>	From - To <b>Jul-2001 - Sep-2002</b>
Main Course of Study <b>Civil Security</b>	Field of Study <b>Security Services</b>	
Degree Title or Equivalent <b>Masters of Science in Strategic Studies</b>	Degree Type <b>Masters</b>	
University Name <b>Herzen University</b>	City, Country <b>St. Petersburg Russian Federation</b>	From - To <b>Jun-1992 - Sep-1992</b>
Main Course of Study <b>Fine Arts</b>	Field of Study <b>Arts</b>	
Degree Title or Equivalent <b>Degree in Beginning Russian</b>	Degree Type <b>Degree</b>	
University Name <b>University of Buenos Aires</b>	City, Country <b>Buenos Aires Argentina</b>	From - To <b>Aug-1991 - Feb-1992</b>
Main Course of Study <b>Fine Arts</b>	Field of Study <b>Arts</b>	
Degree Title or Equivalent <b>Degree in Intermediate Spanish</b>	Degree Type <b>Degree</b>	
University Name <b>University of Paul Valery</b>	City, Country <b>Montpellier France</b>	From - To <b>May-1987 - Sep-1987</b>
Main Course of Study <b>Fine Arts</b>	Field of Study <b>Arts</b>	
Degree Title or Equivalent <b></b>	Degree Type <b></b>	

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

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

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

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

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

## Employment

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

Job Title <b>Deputy Representative (Operations)</b>	Type of Business <b>UN Secretariat Office</b>	From - To <b>01/09/2009 -</b>
Name of Employer <b>UN Office for Drugs and Crime</b>		Name of Supervisor <b>Representative Jean-Luc Lemehieu</b>
Salaries per Annum: Starting <b>110763</b>	Final <b>113044</b>	Currency Paid <b>USD</b>
	Is this a civil servant position of your Government? <b>No</b>	Is this a position within the UN Common System? <b>No</b>
Telephone Number	Email Address <b>kelly.smith@unodc.org</b>	
Address of Employer <b>Afghanistan</b>		
Number of Employees Supervised by You <b>64</b>		
Description of Duties <b>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 separation of duties in Procurement/ Invoicing/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.</b>		
Summarize any of Your Achievements <b>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&amp;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.</b>		
Reasons for Leaving <b>N/A</b>		

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

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
<b>Senior Administrative Officer</b>	<b>Peacekeeping</b>	<b>01/09/2005 - 01/10/2006</b>

Name of Employer	Name of Supervisor
<b>ONUCI DPKO</b>	<b>CAO Hubert Price</b>

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
		<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>

Telephone Number	Email Address
<b>1917367-3263</b>	<b>smith16@un.org</b>

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
<b>O/DSRSG Operations Officer</b>	<b>Peacekeeping</b>	<b>01/09/2003 - 01/09/2005</b>

Name of Employer	Name of Supervisor
<b>MONUC DPKO</b>	<b>DSRSG Behrooz Sadry</b>

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
			Is this a position within the UN Common System? <b>Yes</b>

Telephone Number	Email Address
<b>1212963-0103</b>	<b>bsadry@aol.com</b>

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 SRSR/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 <b>Contract Management Officer</b>	Type of Business <b>Peacekeeping</b>	From - To <b>01/09/2002 - 01/09/2003</b>
Name of Employer <b>MONUC DPKO</b>	Name of Supervisor <b>Mr. Gilles Briere</b>	
Salaries per Annum: Starting                      Final                      Currency Paid	Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>Yes</b>	
Telephone Number <b>12129630103</b>	Email Address <b>briere1@un.org</b>	
Address of Employer <b>Congo, Dem. Rep.</b>		
Number of Employees Supervised by You <b>3</b>		
Description of Duties <b>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 &amp; 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.</b>		
Summarize any of Your Achievements <b>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.</b>		
Reasons for Leaving <b>Transfer to DSRSG Office</b>		

Job Title <b>FSA, OIC Air Ops, OIC MovCon</b>	Type of Business <b>Electoral and Peacekeeping</b>	From - To <b>01/06/1999 - 01/07/2001</b>
Name of Employer <b>UNAMET/UNTAET DPKO</b>	Name of Supervisor <b>CTS Peter Hornsby, CISS Ronny Stokes</b>	
Salaries per Annum: Starting                      Final                      Currency Paid	Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>Yes</b>	
Telephone Number	Email Address <b>hornsbyp@un.org</b>	
Address of Employer <b>East Timor</b>		
Number of Employees Supervised by You <b>82</b>		
Description of Duties <b>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.</b>		
Summarize any of Your Achievements <b>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 &amp; services for East Timorese Government.</b>		
Reasons for Leaving <b>Get graduate degree for promotion</b>		

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

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>30000</b>	<b>30000</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>
Telephone Number		Email Address	
<b>941580691</b>			
Address of Employer			
<b>Sri Lanka</b>			
Number of Employees Supervised by You			
<b>15</b>			
Description of Duties			
<b>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.</b>			
Summarize any of Your Achievements			
<b>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.</b>			
Reasons for Leaving			
<b>Transfer to MINURSO</b>			

Job Title	Type of Business	From - To
<b>Logistic Projects Officer, OIC Agadir Team, Information Unit Systems Officer</b>	<b>Peacekeeping</b>	<b>01/02/1997 - 01/06/1999</b>
Name of Employer	Name of Supervisor	
<b>MINURSO DPKO</b>	<b>CISS Peter Hornsby</b>	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
			Is this a position within the UN Common System? <b>Yes</b>
Telephone Number		Email Address	
		<b>hornsbyp@hotmail.com</b>	
Address of Employer			
<b>Morocco</b>			
Number of Employees Supervised by You			
<b>15</b>			
Description of Duties			
<b>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.</b>			
Summarize any of Your Achievements			
<b>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.</b>			
Reasons for Leaving			
<b>Transfer to UNAMET East Timor</b>			

Job Title	Type of Business	From - To
<b>Logistics Coordinator</b>	<b>Logistics for US Army</b>	<b>01/01/1996 - 01/05/1996</b>
Name of Employer	Name of Supervisor	
<b>Brown &amp; Root, IFOR</b>	<b>Doc Keen</b>	

Salaries per Annum:			
Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>120000</b>	<b>120000</b>	<b>USD</b>	Is this a position within the UN Common System? <b>No</b>
Telephone Number		Email Address	
Address of Employer			
<b>Hungary</b>			
Number of Employees Supervised by You			
<b>60</b>			
Description of Duties			
<b>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.</b>			

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 <b>Contract Administration Assistant</b>	Type of Business <b>Peacekeeping</b>	From - To <b>01/08/1995 - 01/01/1996</b>	
Name of Employer <b>UNAMIR DPKO</b>		Name of Supervisor <b>Mr. Gilles Briere</b>	
Salaries per Annum: Starting <b>24000</b>	Final <b>24000</b>	Currency Paid <b>USD</b>	Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>Yes</b>
Telephone Number	Email Address <b>briere1@un.org</b>		
Address of Employer <b>Rwanda</b>			
Number of Employees Supervised by You <b>1300</b>			
Description of Duties <b>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.</b>			
Summarize any of Your Achievements <b>Acted as Task Order Manager for Chief of Building Management &amp; 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.</b>			
Reasons for Leaving <b>transfer to IFOR</b>			

Job Title <b>Electoral Support Officer, Logistics Officer, Electoral Advisor to STAE</b>	Type of Business <b>Electoral</b>	From - To <b>01/04/1994 - 01/01/1995</b>	
Name of Employer <b>ONUMOZ UNDP</b>		Name of Supervisor <b>Adamo Valy &amp; Bruno Soares</b>	
Salaries per Annum: Starting <b>27000</b>	Final <b>27000</b>	Currency Paid <b>USD</b>	Is this a civil servant position of your Government? <b>No</b> Is this a position within the UN Common System? <b>Yes</b>
Telephone Number	Email Address		
Address of Employer <b>Mozambique</b>			
Number of Employees Supervised by You <b>30</b>			
Description of Duties <b>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.</b>			
Summarize any of Your Achievements <b>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.</b>			
Reasons for Leaving <b>end of mission</b>			

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

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 <b>Electoral Trainer</b>	Type of Business <b>Electoral</b>	From - To <b>01/12/1992 - 01/10/1993</b>
Name of Employer <b>UNTAC 5 ACE</b>		Name of Supervisor <b>Mr. Denley Pike</b>

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>30000</b>	<b>30000</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>

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 <b>Office Manager, Curriculum Director</b>	Type of Business <b>Language School</b>	From - To <b>01/08/1991 - 01/02/1992</b>
Name of Employer <b>Korean Language Academy</b>		Name of Supervisor <b>Mr. Park</b>

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>40000</b>	<b>40000</b>	<b>USD</b>	Is this a position within the UN Common System? <b>Yes</b>

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 <b>Executive Assistant to President Asia Division</b>	Type of Business <b>Electronics manufacturer</b>	From - To <b>01/06/1990 - 01/12/1990</b>
Name of Employer <b>Micro Component Technology</b>		Name of Supervisor <b>Mr. Tom Wilson</b>

Salaries per Annum:

Starting	Final	Currency Paid	Is this a civil servant position of your Government? <b>No</b>
<b>18000</b>	<b>18000</b>	<b>USD</b>	Is this a position within the UN Common System? <b>No</b>

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 <b>Executive Trainer</b>	Type of Business <b>Executive Development</b>	From - To <b>01/06/1989 - 01/05/1990</b>
Name of Employer <b>Phoenix Associates</b>	Name of Supervisor <b>Mr. Kent</b>	
Salaries per Annum: Starting <b>180000</b>	Final <b>180000</b>	Currency Paid <b>USD</b>
	Is this a civil servant position of your Government? <b>No</b>	Is this a position within the UN Common System? <b>No</b>
Telephone Number	Email Address	
Address of Employer <b>Japan</b>		
Number of Employees Supervised by You <b>0</b>		
Description of Duties <b>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.</b>		
Summarize any of Your Achievements <b>Created and ran the division training Japanese executives to head their companies in South America. Brought in 5 new corporations as clients.</b>		
Reasons for Leaving <b>end of contract</b>		

Job Title <b>Computer Technician III</b>	Type of Business <b>Defence Contractor</b>	From - To <b>01/06/1984 - 01/01/1986</b>
Name of Employer <b>Westinghouse Defence</b>	Name of Supervisor <b>Mr. Jack Wilkinson</b>	
Salaries per Annum: Starting <b>15000</b>	Final <b>18000</b>	Currency Paid <b>USD</b>
	Is this a civil servant position of your Government? <b>No</b>	Is this a position within the UN Common System? <b>No</b>
Telephone Number	Email Address	
Address of Employer <b>United States of America</b>		
Number of Employees Supervised by You <b>4</b>		
Description of Duties <b>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.</b>		
Summarize any of Your Achievements <b>Responsible for Help Desk, wrote procedures manual. Only staff member to complete all Computer Operator and Computer Technician qualifying levels.</b>		
Reasons for Leaving <b>Move abroad</b>		

Job Title <b>Computer Operator</b>	Type of Business <b>Radio Stations</b>	From - To <b>01/09/1983 - 01/05/1984</b>
Name of Employer <b>Broadcast Properties</b>	Name of Supervisor <b>Mr. Barry Turner</b>	
Salaries per Annum: Starting <b>10000</b>	Final <b>10000</b>	Currency Paid <b>USD</b>
	Is this a civil servant position of your Government? <b>No</b>	Is this a position within the UN Common System? <b>No</b>
Telephone Number	Email Address	
Address of Employer <b>United States of America</b>		
Number of Employees Supervised by You		

0

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
<b>English</b>	<b>Yes</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>
<b>French</b>	<b>No</b>	<b>Easily</b>	<b>Easily</b>	<b>Not easily</b>	<b>Easily</b>
<b>Spanish</b>	<b>No</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>

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

Language	Mother Tongue	Speak	Read	Write	Understand
<b>German</b>	<b>No</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>
<b>Portuguese</b>	<b>No</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>	<b>Easily</b>

## 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
<b>Claudia BANZ</b>	<b>Political Affairs Officer</b>	<b>United Nations - DPKO United States of America</b>	<b>19173673614 banz@un.org</b>
<b>Christine CZARNECKI</b>	<b>Security</b>	<b>155 East 52nd St. United States of America</b>	<b>1212297-4996 sadry@unfpa.org</b>
<b>Nelum DE SILVA</b>	<b>Capacity Development Consultant</b>	<b>Dili, East Timor United States of America</b>	<b>nelum.desilva@undp.org</b>