

Tigist Awoke

Career Overview

Qualified Information Technology and business professional; certified trainer, Network, Collaborative tools and database admin. Possesses expert-level information technology knowledge and consistently keeps current with newly changing technology. Has excellent interpersonal, leadership, presentation abilities and public speaking skills.

Self-motivated, hardworking, resourceful, creative, can easily adapt to new environment, strong respect for multicultural values. Passionate about what I do; enjoys travel.

Qualification

MBA IS (Master of Business Administration in Information Systems)

Sikkim Manipal University - India

October

2012

Bachelor of Science, Computer Science, Addis Ababa University,

Addis Ababa, Ethiopia

Graduation Project: “Stock Management System East African Pharmaceuticals”

Software developed using SQL Server as a back end and VB 6 as Front end **April 1999**

Diploma, Chemistry Addis Ababa University

Certifications

Certified Network Associate (CCNA) - Certified

October 2011

International Computer Driving License (ICDL) –

July 2012

Certified Advanced Trainer and Advanced Tester

Information Technology Infrastructure Library (ITIL V3 Foundation) – Certified

2012

ITIL V3 Intermediate Release Validation and Control (RVC) 40 hours of training
from certified training center - Learning Tree, London

CTT+ - Certified Technical Trainer- by CompTIA

2012

DELF A2 – Niveau A2 du Cadre européen commun de référence pour les langues

2013

Umoja ESS/MSS – Standard Application Programs (SAP) - certified trainer by United Nations

Aug 2015

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Publication

- **Economic Impact of Open source in Africa** – Presented at Idlelo IV conference in Accra Ghana, Organized by Free and Open Source Foundation for Africa (FOSSFA)
 - **“Opportunities and Challenges of e-Commerce”** – Thesis work for partial fulfillment of Master’s degree
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Trainings

- **SharePoint** 2013 Administration
 - **Red hat** administration I and II
 - **SharePoint** 2013 Development – **IT Masters** (Online Course in progress)
 - **Enturprunership**- Organized by UNDP and Ethiopian Government
 - **#6419 Configuring, managing and maintain windows server 2008**, based servers
 - **Art of Knowledge management** – online training via <http://www.UN.skillport.com>
 - **CANAC** [implementing Cisco NAC appliance]
 - Introduction to **Programming Arc objects using .Net,** and **VBA** - ESRI
 - **Software engineering development** –**SED**, Software engineering , application development
 - **Implementing an IBM lotus Sametime 7.5 Infrastructure**
 - Certificate of attendance: **Client Service Skills Training , Business Proposal writing, writing skills, Oral Presentation Skills** – British Council Addis Ababa, Ethiopia
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Professional Experience

IT Trainer: United Nations Economic Commission for Africa (UNECA) www.unece.org

2008-Present

Achievements and Responsibilities

- Developed a change management strategy document along with colleagues who are also ITIL certified and also served in the team as a team leader
 - Serves as a team leader in IT training team on the absence of the team leader
 - Conduct IT skill standardization training through ICDL for more than 400 staff members in head office as well as sub regional offices of UNECA
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- Along with colleagues successfully conducted more than Ten Software deployments by training over 800 staff members of UNECA.
 - Serves as a Focal point for Collaborative tools , Knowledge Management
 - Contributed more than 15 articles to Article of the week – a yearly booklet prepared by the section
 - Working on Designing and Administering SharePoint 2013
 - Working towards the deployment of Office 365 for UNECA HQ and Sub regional offices
 - In day to day activities I -
 - Assesses Information Technology training needs in UNECA
 - Plan, preparing and researching lessons, organizing and promoting courses
 - Prepare teaching materials
 - Develop and delivering programs of learning activities
 - Spend contact time with staff on an individual or group basis
 - Conduct e-learning programs and invigilating examinations
 - Liaise with other UN agencies and Divisional offices
 - Make use of new technology such as distance learning video conferencing
 - Keep personal IT skills and knowledge up to date
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Programmer Analyst: eVentivellc/ Offshoring2.0

May – October, 2007

www.eventivellc.com

- Developing Application Software using Java, database – SQL server, Consulting
- Provide support for off shoring companies (Outsourced work)
- Conduct all assigned jobs successfully along with our java team
- Successful support/consulted local and off shoring companies

Computer Science Instructor:

St. Mary's University College, New Generation University College,

Orbit Information Technology College

2005 - 2007

www.smuc.edu.et, www.nguc.edu.et

- Elected as the best instructor of the year on 2006 by students St. Mary's University and Orbit Information Technology College
- Teach at undergraduate and Diploma/ Technical vocational level all types of computer science courses, programming languages, Networking Software development, DBMS...

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- Engage with the broader scholarly and professional communities
 - Supervise undergraduate students final project
 - Contribute to the development, planning and implementation of a high quality curriculum
 - Assist in the development of learning materials, preparing schemes of work and maintaining records to monitor student progress, achievement and attendance
 - Participate in departmental and faculty seminars aimed at sharing research outcomes and building interdisciplinary collaboration within and outside the department
 - Participate in the development, administration and marking of exams and other assessments.
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Chemist: East African Pharmaceuticals PLC

2003 – 2005

- Controlled quality, and analysis of human and veterinary medicines based on WHO standards , in line with British and US pharmacopeia
 - Besides successfully accomplishing work assigned to me I have developed “**Stock management system**” for the company voluntarily
 - Developed a database for the day today activities of the company that records, retrieves and generate report for the analyzed raw materials and finished products
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Research Assistant & Local Area Network Administrator: Addis Ababa University

1999 – 2003

www.aau.edu.et

- Without proper training on computers managed Local Area Network (LAN) with self-motivation and personal training
 - Build a database, available over the internet <http://portal.ics.trieste.it/maps/EssentialOils.aspx>
 - Manage the Local Area Network, Server Administration, Backup and FTP as scheduled
 - Operated highly level scientific instruments like High Performance Liquid Chromatography HPLC, Gas Chromatography (GC), GC and Mass Spectrometry (GCMS), Liquid Chromatography and MS (LCMS), uses high level databases like **Willey**.
 - Provide training PHD candidates, Masters and undergraduate students on the use of scientific instruments and LAN usage
 - Provide detailed support on editing and writing scientific papers, Prepare presentation
 - Isolation and extraction of natural products, using different chemistry techniques like
 - Extraction, Isolation, stem distillation, etc.
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Rotary Club

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Professional Affiliations

RI - Rotary International – President of Finot Rotary Club

- Ethiopian IT Professionals Association (EITPA) – Member of Executive Committee
 - African Information Technology Communication Alliance - AfICTA
 - Internet Society - ISOC
 - Toast Masters – Member of Jupiter Toast Masters Club –
 - o Reached Competent Communicator (CC) level – delivered ten public speeches
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Languages

- Amharic (Ethiopian)- Mother Tongue
- English – Fluent
- French – Beginners Level (DELF A2 certified)

References

Will provide upon request