

JOHN KAMARA

266 Empire Avenue • St. John's NL • A1C 3H8

(709) 739-4749 • Kamarajs1@yahoo.ca

SUMMARY OF QUALIFICATIONS

- Results oriented professional with solid administrative experience
- Strong analytical and problem-solving skills – data assessment/analysis & personal conflict resolution
- Strong work ethic and dedication to achieving both employer and client objectives
- Strong proven team-building skills and quick to identify issues, make decisions and suggest solutions, (Leadership skills)

SPECIAL SKILLS

- Basic knowledge in computer applications
- Fluent in English, and Russian
- A member of Moscow Business Club (MBC)
- Community Development programs - participant on teams which completed community/family needs assessments, while considering: funds allocations, placement opportunities for individuals, as well as community cohesiveness
- Produce Survey work within established time frames
- Counsel and Advise on job-related issues - career and family counseling to find objective problem resolution

WORK EXPERIENCE

EXECUTIVE DIRECTOR

2002-2005

"NGO" African Russian Economic Concern Organization

Moscow, Russia

- Developed and directed economic investment programs to establish partnerships with Africa
- Liaised with government authorities and business groups between countries
- Developed strategic economic ties between Russia and African countries
- Responsible for negotiating for the sale of industrial technologies to African countries

PROJECTS/ACTIVITIES COORDINATOR

1999-2002

Salvation Army Church

Moscow, Russia

- Developed and directed corps education and public awareness programs for Community at large
- Liaised with local government authorities and local business on a regular basis Performed ministry tasks (Bible studies)
- Coordinated corps ministries and assisted the corps officer with translation and daily operations
- Visited seniors and coordinated their needs with the Salvation Army Church

EXECUTIVE DIRECTOR

1996-1999

Ares-M Company Limited

Moscow, Russia

- Responsible for planning and marketing clothing and footwear imports for the company
- Managed recruitment and supervised personnel
- Responsible for exporting industrial technologies to developing countries

FIELD SUPERVISOR

1984-1989

Magbosi Agricultural Development Project

Sierra Leone

International Fund for Agricultural Development (IFAD)

- Collected and analyzed agricultural data
- Conducted interviews with farmers
- Evaluate data collected
- Made recommendations to government to improve the quality of life of community relating to specific projects development programs

EDUCATION

Political Science Master's Degree (MA) <i>Memorial University of Newfoundland</i>	2005 - 2007 St. John's NL
Diploma Legal Assistant/Paralegal <i>Stratford Career Institute</i>	2005 - 2007 Toronto, ON
Diploma in Religious studies <i>Bible School</i>	2005 Thousand Oaks, CA
Russian Translation Diploma (2 year program) <i>Russian People's Friendship University</i>	1994 - 1996 Moscow, Russia
Public Administration Law Degree (LL.M) <i>Russian People's Friendship University</i> <ul style="list-style-type: none">• Public Administration	1994 - 1996 Moscow, Russia
Human Resources Management/ Administration Diploma <i>The College of Professional Management</i>	1994 - 1995 Britain, UK
Public Administration Law Degree (LL.B) <i>Russian People's Friendship University</i> <ul style="list-style-type: none">• Public Administration	1989 - 1994 Moscow, Russia
Journalism Diploma <i>Russian People's Friendship University</i>	1991 - 1992 Moscow, Russia
High School Diploma <i>Milton Comprehensive Secondary School</i>	1978 - 1983 Sierra Leone

REFERENCES

Available upon request