**CURRICULUM VITAE**

1. **PERSONAL INFORMATION**

**Name:** TizitayeMekonnen

**Sex:** Female

**Nationality:** Ethiopian

**Marital status:** Married

**Date of Birth:** January25, 1983

**Place of Birth:** AddisAbaba

 **Address**; Telephone 251-920-607346/251-911-734657

 Email:tizitaye04@gmail.com

1. **EDUCATION**

October 2018-2020: Masters of Business Administration **(MBA)** from Jimma University, Ethiopia

September 2002-August 2006**: BA** degree in foreign Language and literature from Hawassa

 University, Hawassa, Ethiopia

1. **WORK EXPERIENCE**

**Duration:** Sep 2014-Sep 2018

**Employer:** Binat Consultancy Firm

**Position:** Deputy General Manager

**Duties and Responsibilities**

* Assisting the General Manager
* Editing proposals
* Managing the technical experts

**Duration:** May 2011-2012 / April 2013-2014

**Employer:** Eminence Social Entrepreneurs PLC

**Position:** Deputy Director

**Major duties and responsibilities:**

* Editor-in-chief for the monthly magazine The Eminence
* Managing different programs under the department
* Directing various Tv TV programs
* Script writing for documentary films
* Translating documents from Amharic to English
* Developing contents for different publications
* Administrating the company’s websites and it’s social media pages
* Writing proposals

**Duration**: March 2011-April 2011

**Employer**: British Council

**Position**: Customer Service Advisor

**Major duties and responsibilities:**

I was entitled to be the first point of contact for the British council customers providing information to the customer’s perception of excellent customer service, by phone, in person, and by email about all British Council products and service, ensuring that all customers are treated in a fair and transparent manner despite their religion, sexual preference, race, or any disabilities.

**Duration**: March 2007-October 2010

**Employer**: British International School

**Position**: English teacher at British International School and “The Study Center”

Major duties and responsibilities:

* Teaching English language for adults in the study center

* Preparing exam and grading the result of the exam

 **Duration:** July 2008-March 30, 2009

 **Employer:** USAID Ethiopia (temporary assignment)

 **Position**: Amharic and cultural trainer for USAID staff

 Major duties and responsibilities:

* Teaching USAID international staff Amharic language and Ethiopian culture

 **Duration:** July 2007-November 2007

 **Employer:** Medical Publishing Enterprise

 **Position**: Editor, Translator, and Reporter

 Major duties and responsibilities:

* Editing news and articles
* Preparing news for different pages of the news paper and Magazine
* Translating news and articles from English to Amharic

 **Duration:** July 2007-November 2007

 **Employer:** St.Marr**y** Language center

 **Position:** English Teacher

 Major duties and responsibilities:

* Teaching English language for adults

**Duration:** September 2006-January 2007

**Employer:** EthioNational School

**Position:** English Teacher

 Major duties and responsibilities:

* Teaching English language

**Duration:** July 2005-Semtember 2005

**Employer:** The Reporter News Paper

**Position:** Reporter

Major duties and responsibilities:

* Preparing articles for life and art page (for the English news paper)

* Preparing news for different pages of the news paper (for the English news paper)
1. **TRAINING**
* Certificate of Participation for professional Development Program from Inspired Insights Consulting(Canada)/2013
* Certificate of IELTS (International English Language testing system) from British Council / Date 24/Nov/2007
1. **SENIOR THESIS**
* The Effect of Promotional Strategies on Performance; in the case of selected private banks in Ethiopia
* Persuasive use of Language of advertisement on ETV
1. **PUBLISHED ARTICLES**
* The Screaming Silence of Autism

For the ‘‘The Reporter” News paper, Life and Art page

Saturday August 20, 2005

* Courage amid Despair

For the ‘‘The Reporter” News paper, Life and Art page

Saturday September 3, 2005

* Painting depicting emotions

 For the ‘‘The Reporter” news paper, Life and Art page Saturday September 3, 2005

* Various articles on health, psychology, and social issues in Amharic

For Medical Publishing Enterprise (For the weekly Medical News paper and Monthly Magazine

* Various articles for” The Eminence” magazine
1. **COMPUTER AND LANGUAGE PROFICIENCY**

Word, power point, Excel and Internet Very good

English Very good

Amharic Mother Tongue

1. **INTEREST**

Reading books

Watching Movies

1. **REFERENCE**

Dr. Abush Ayalew

Department Head

Medical Publishing Enterprise

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Dr.M.Rabind Ranth,

Assistant Professor

(Journalism and Mass Communication)

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