

Communications & Research Specialist

Content | Editing | Proofreading

Resourceful professional with extensive experience augmenting online presence, authoring newsletters and campaign materials, and hosting one-on-one meetings with clients. Specialised in creating texts for communication and short translations from German to English, ensuring adherence to guidelines on gender-inclusive language and internal regulations. Adept at publishing content independently via internal platforms and email, focusing on maintaining consistent brand image across all client service communication channels while expanding company-specific terminology databases and style guides.

- Proficient in assessing project impact on capacity development of public-facing women leaders, human rights defenders, journalists, and advocacy organisations, mainly specialising in qualitative methods.
- Instrumental in executing assessment plans to evaluate effectiveness of capacity development programs, including data collection and analysis, report writing, and presentation of findings.
- Sensitive to the needs of diverse communities and identities. Knowledgeable in advocating for them across structures, diplomacy and collaboration. Skills include active listening, conflict-resolution, empathy, and positivity.

Areas of Expertise

- Advocacy
  - Intercultural Skills
  - Diversity & Inclusion
  - Employer Branding
  - Strategy
  - Employee Engagement
- Content Unification
  - Project Management
  - Database Upgradation
  - Quality Assurance
- Research & Analysis
  - Complex Problem Resolution
  - Cross-Functional Collaboration

Career Experience

Freelancing, Communications, Remote

2003 to Present

Freelancer

Provide exceptional communication services, involving editing, proofreading, and developing communication tools, such as human-interest stories, research, short translations, and transcribes.

- Completed noteworthy freelance projects that included translation of academic texts from German to English, conducting interviews and authoring texts on external research projects in various disciplines.
- Offered advisory and editing support for the accomplishment of several individual projects, including doctoral theses, application documents, project proposals and creative writing.

2021 to 2023

Africa Multiple Cluster of Excellence, University of Bayreuth, Germany

Deputy, Gender & Diversity Office (GDO)

Assist GDO Director in realising Office's vision for integrating Critical Diversity Literacy and intersectionality knowledge/measures throughout all Cluster levels. Manage communication with Cluster organs and critical nodes in university and academic community. Raise cultural awareness and support anti-racism measures, especially empowerment raising for vulnerable students.

The Global Coffee Platform (Formerly 4C Association), Bonn, Germany

2009 to 2011

### **Communications Officer**

Delivered administrative support and performed Corporate Communications/PR duties to ensure smooth flow of routine activities. Led several independent editorial projects, such as developing periodical newsletter, co-editing annual reports, and writing human-interest stories.

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## **Additional Experience**

**Working Student**, (alumni, new media, networks) German Society for International Cooperation (GIZ) GmbH, Bonn, Germany

**Internship**, CARE Deutschland-Luxemburg, Press Office, Bonn, Germany

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## **Education**

**PhD Researcher, Media Studies (2013–2021, Grade 1.2)**

Bayreuth International Graduate School of African Studies, Germany

**Magistra Artium/MA, American Language and Literature, Media Studies & Ethnology (2003–2008, Grade 1.3)**

Rheinische Friedrich-Wilhelm University, Bonn, Germany

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## **Technical Skills**

Microsoft Office Suite (Word, Excel, PowerPoint)/ CMS (Typo3) | ADOBE Creative Cloud (Photoshop, Premiere, InDesign, Illustrator) | CRM (OpenERP) | Social media

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## **Language**

German | English | French | Runyankore