Dereje Abate

3570Tyler St. NE,

Minneapolis, MN 55418

derejenazaug15@gmail.com (612)703-6432

Summary of Skills

A Graduate with a B.Sc degree in human resources management from Saint Mary’s University of MN, have six plus years of experience in carrier counseling, training, job shadowing, resume writing and creating and maintaining relationship with potential partnering companies who offer job shadowing and internship opportunities to the clients and families in the program. My skills include but not limited to:

Coordination Interpersonal Skills Self Starter

Excellent in writing and speaking in three languages (English, Amharic, Oromo)

Attention to Detail

Professional Experience

**Evangelical MY Church Fellowship MN and Power of Gospel Evangelical Church MN 2014-present**

**Job Placement Facilitator**

**Key Responsibilities**:

* Conduct client intake and orientation sessions
* Facilitate Carrere path planning and goal setting for each client : help identify talent, skills and training needs
* Assist clients find training opportunities that match their talent and passion
* Assist clients in job shadowing and internship opportunities
* Compile report and documentation

Professional Experience

**Department of Human Services, St. Paul MN 2014-present**

**Human Services Technician/HST**

**Key Responsibilities**:

* Assisted clients in their activities of daily living helping them continue a dignified life
* Administered medication in compliance with the medication administration record to improve wellness of the clients
* Documented the daily activity and incident on the electronic progress report for follow up
* Supervised and reported the health, physical/emotional situation of the clients(took vital signs, administered CPR and first aid) to insure safety of clients
* Handled emergency situation in collaboration with on call nurse and paramedics accordingly
* Posted transactions of the facility, conducted audits daily for wise use of resources
* Initiated and Maintained communication with pharmacies, physician’s office and guardians accordingly to meet the program goal

**Volunteers of America-Edina Care and Rehab Center, Edina, MN 2013-2014**

**Certified Nursing Assistant &Trained Medication Assistant**

**Key Responsibilities**:

* Assisted twenty nine residents with the activities of daily living helping them enjoy life
* Administered medications for twenty nine residents, made documentations on electronic record system regularly every shift
* Reported incidents, administered CPR and first aid following the state health care and organizational policies. This happened at least once a week.

## Wells Fargo Home Mortgage 2011-2012

## Temporary data specialist /Loan endorsement processing specialist

## Key Responsibilities:

* Created affidavit notes of fifteen loan documents every day to replace lost notes
* Made review of three hundred sixty individual loan documents in average every day to verify accuracy of borrowers and other loan information
* Made entry of findings for every loan document reviewed for correction

Followed up with appropriate parties to rectify any deficiencies regarding missing information (attorney office , managers and borrowers)

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## World Vision Ethiopia, Addis Ababa, Ethiopia 2007-2011

## **Human Resource Officer**

## Key Responsibilities:

* Handled the recruiting, hiring and on boarding of employees to fill professional and semi professional positions regularly, 15 positions average every month (Had a huge role for the World Vision’s then newly $ 40,000,000.00 water sanitation project launching by recruiting and placement of 75 highly professional employees within two months)

Coordinated and over saw performance management process for 1200 employees

Coordinated long and short term employee development programs from policy development to planning and monitoring of the participation of 700 World Vision employees helping reduce employee turnover from 25% to 7% after the program

Had an active role in the job evaluation and grading team in which 35 positions in World Vision Ethiopia were graded and evaluated.

Handled data entry and analysis for the purpose of reward and recognitions, skills management, employee and family medical and wellness planning of 1200 employees and families.

Coordinated staff wellness, security and staff evacuation programs quarterly for 300 employees at main office

Facilitated salary and benefits survey for the management decision every year

Prepared annual department financial budget for management decision. This estimated up to $ 2,000,000.00 year.

## People in Need Czech, Hawassa, Ethiopia 2005-2007

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| --- | --- |
| Job Placement Coordinator  **Key Responsibilities:** |  |

Managed organizational communications with government offices and donors

Wrote project proposals and reports to donors, project agreements with government offices. (various projects on which 300 socially marginalized youth were able to attend high school and vocational training programs)

Coordinate the carrier planning, Training and job placement program

Lead the skill training center and coordinate internship and employment for the youth in the program

## SOS Children’s Village – Ethiopia

## 2002 – 2005

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| Youth Programs Coordinator |  |

### Key Responsibilities:

Responsible for the overall planning and administration of the facility and the programs

Conducted awareness against abuse, exploitation and civil rights.

Successfully mentored 60 youth and facilitated reintegration programs through training, counseling and carrier counseling programs

Coordinate carrier path, skills trainings, job shadowing and internship programs to more than 60 youth in the program

Create and maintain good business relationship with local entrepreneurs and training centers

Education & Trainings

**Saint Mary’s University of MN- Twin Cities Campus , MN**

* B.Sc in Human Resources Management

## Hawassa University – Ethiopia

## Bachelor of Arts (BA) in Business Management

**PROFESIONAL DEVELOPMENT**

* Hey Job evaluation and grading
* Medical billing and Record Management

**COMPUTER SKILLS**

* MS office:
* Excel
* Word
* Spread Sheet
* Power Point

**PROFESIONAL MEMBERSHIP**

* Society for Human Resources Managers (SHRM)