



PROFESSIONAL SUMMARY

Passionate, adaptable and results-oriented professional equipped with a Master's degree in Human Rights Law and a proven track record of enhancing regulatory alignment, supply chain due diligence, and fostering ethical practices within international organisations. Possessing strong analytical and problem-solving abilities, I have successfully leveraged data to inform strategic decisions, conducted in-depth research on emerging technologies, and enhanced risk management practices.

Skilled in stakeholder engagement, I excel at building relationships, coordinating with cross-functional teams, and delivering impactful training and capacity-building programmes to promote organisational accountability.

SKILLS

- French proficiency.
- Data Analysis and Reporting: Advanced proficiency in Excel for KPI reporting, data analysis, and generating actionable insights for strategic decision-making.
- Contract and Agreement Management: Proficient in drafting, revising, and implementing contracts and templates.
- Due diligence: Ensuring regulatory alignment and upholding standards.
- Stakeholder Engagement: Strong relationship-building skills with suppliers, donors, and cross-functional teams, ensuring collaboration and alignment with organisational goals.
- Training and Capacity Building: Experience in designing and delivering workshops, training programs, and capacity-building initiatives to promote ethical practices and compliance.
- Public speaking & Storytelling: Panelist at the United Nations for the Permanent forum for people of African Descent, MC of multiple events and host of channel promoting sustainable initiatives.
- KYC; Excel; Mailchimp; Trello; Microsoft; Slack; Monday.

WORK EXPERIENCE

Grants and Compliance Fellow | 2024-2025 | Accra, Ghana | mothers2mothers | LGT Venture Philanthropy

- Grant Administration: Created and managed grant-related communications, including drafting agreements, processing amendments and liaising with consultants. Updated and created trackers to maintain awareness of timelines.
- Cross Functional Work: Liaised with multiple teams across ten countries within Africa to uphold compliance standards. Assisted Programme Officer on field trips in Ghana.
- Legal Support: Supported Head of Legal with reviewing and drafting contracts.
- Policy Development: Updated safeguarding policies and created new compliance plans, reinforcing organisational commitment to safeguarding efforts and making information more accessible for those inexperienced with regulations.
- Regulatory Alignment: Revised USG and non-USG sub-award agreement templates by integrating updated USAID guidance and reviewing historical agreements to ensure comprehensive compliance to regulations. Experience supporting KYC compliance activities.
- Ethics Program Implementation: Led the rollout of the Ethics Ambassador Program, delivering workshops and tailored capacity-building initiatives to promote accountability and ethical practices.
- Tools for Partners: Developed the Sub-Partner Toolkit for USAID compliance, equipping partners with practical resources to meet regulatory requirements and improve grant implementation for programmes dedicated to HIV PMTCT and other non-communicable diseases.
- Process Optimisation: Streamlined service delivery by designing and implementing process flows, reducing turnaround times and increasing transparency.
- Award Analysis: Wrote and lead award summary reports to notify teams of their commitments and deliverables.
- Knowledge Management: Improved productivity by redesigning SharePoint access for cross-functional teams, optimising resource sharing and collaboration.

- Panelist at the United Nations: Spoke on “Unraveling Racist Systems within Education” during the Third Session of the Permanent Forum for People of African Descent, showcasing expertise in policy analysis and advocacy.
- Grant Management from Application to Closeout: Secured funding for events addressing discrimination, racism, and cultural appropriation, managing budgets, ensuring successful delivery within allocated resources and submitting reports.
- Capacity Building and Training: Designed and led workshops for skill development, achieving a 90% satisfaction rate among participants and enhancing stakeholder engagement.
- Event Management and Logistics: Organised various events including a climate conference in collaboration with 2050Today, an anti-racism panel and an international conference amplifying women's voices on human rights, climate change, and policy, managing research, communication, agenda-setting, and guest coordination.
- Fundraising Initiatives: Coordinated events raising 5,000 CHF for education and sustainable agriculture projects in Uganda, aligning efforts with UN Sustainable Development Goals 3, 4, and 5.
- Corporate Partnerships and Reporting: Developed proposals for corporate partnerships and authored the annual report to document organisational successes for donor and sponsor engagement.
- Public Speaking and Facilitation: Hosted high-impact events, including International Women's Day webinars and diversity panels, enhancing visibility and advocacy impact.

Supply Chain and Sustainability Manager | 2021-2023 | London, UK Leonard Jay One Ltd

- Data Analysis and Reporting: Utilised Excel for in-depth data analysis and KPI reporting, delivering actionable insights that informed executive decisions on stock distribution and purchasing strategies across multiple locations.
- Cost Optimisation: Achieved an annual cost reduction of £80,000 through CPRF initiatives and supplier negotiations, including a £25,000 savings on marketing materials.
- Sustainable Practices: Implemented creative sustainability measures, including repurposing excess fabrics and donating to up-cyclers, reducing costs by 0.5% while supporting environmental goals.
- Ethical Sourcing and Due Diligence: Prioritised human rights and sustainability in supplier selection, documenting improvements and promoting compliance with international ethical standards.
- Supplier Relationship Management: Built and maintained strong partnerships with key suppliers, ensuring cost efficiency, timely production, and adherence to ethical standards like SA8000.
- Supply Chain Optimisation: Streamlined supply chain operations across EMEA, improving stock management, distribution processes, and compliance with codes of conduct.
- Procurement and Documentation: Issued purchase orders, processed invoices, and prepared critical documents to support efficient business operations and supply chain management.
- International Logistics Management: Coordinated imports, freight bookings, and customs declarations, ensuring accuracy and timely delivery. Conducted site visits to distribution centres to enhance operational efficiency.

ACADEMIC HISTORY

University College London
Master of Laws

University of Reading
Bachelor of Laws

Université de Lorraine
Erasmus

