

MAPALO FAITH CHAMA

Curriculum Vitae

PERSONAL DETAILS



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Green-field S/KAF/ SLN_0040213

Kafue, Zambia.

Lusaka, Zambia.

Nationality: Zambian

NRC Number: 205234/18/1

EDUCATION BACKGROUND

THE UNIVERSITY OF ZAMBIA (2017)

Bachelor of Arts in Development Studies with Public Administration

ST. MARY'S SECONDARY SCHOOL (2012)

Senior Secondary School certificate

CERTIFICATES

THE UNIVERSITY OF ZAMBIA (2023)

Certificate in Monitoring and Evaluation

CORPORATE FINANCE INSTITUTION (2022)

Certificate in Financial Modeling Valuation and Analysis

WRITERS OF THE FUTURE (2021)

Certificate in Story-Telling Writing

PROFILE

Results-driven professional with a degree in Development Studies and Public Administration, offering a diverse skill set from roles in government, logistics, administration, and freelance work. Experienced in financial analysis, project implementation, dispatch coordination, administrative support, and freelance writing/transcription. Certified in monitoring and evaluation, financial modeling, and valuation analysis. Proven ability to thrive in dynamic environments, ensuring effective communication, meeting deadlines, and delivering high-quality outcomes. Adept at leveraging expertise in

WORK EXPERIENCE

SWALISANO

(DECEMBER-APRIL 2024)

POSITION: REMOTE ADMINISTRATIVE ASSISTANT (PART TIME)

ROLES / RESPONSIBILITIES:

- ✓ Creation of posters and flyers for social media and other marketing/information purposes
- ✓ Write Articles and edit reports and proposals
- ✓ Generate content from events/training sessions for Swalisano's social media and institutional memory.
- ✓ Support Facilitators and Trainers at online and face to face events.

HOUSE OF RUTH FOUNDATION

(OCTOBER 2023)

POSITION: VOLUNTEER

ROLES / RESPONSIBILITIES:

- ✓ Planned and executed training sessions for communities and students on climate change awareness together with team
- ✓ Developed educational materials and collaborated with team members for successful program implementation

FREELANCE TRANSCRIPTIONIST

(AUGUST 2022)

POSITION: TRANSCRIPTIONIST

ROLES / RESPONSIBILITIES:

- ✓ Structured every transcription according to each individual set of style guidelines set forth
- ✓ Independently contracted to evaluate and interpret audio and video dictation, maintaining accuracy, recognizing terminology and discrepancies, and proper formatting to deliver to clients by established deadlines.

KEY SKILLS

- Microsoft Office suite
- Internet savvy
- Strategic Planning, Development Management and Performance Management
- Excellent Customer Service, Relationship Building, Personnel Recruitment & Labour Relations skills
- Excellent Administrative Skills
- Entrepreneurship Skills
- Food Security
- Social Research, able to work productively and effectively
- Accounting and Corporate Finance fundamentals skills
- Professional Ethics knowledge
- Monitoring and Evaluation

LANGUAGES

English Nyanja, Bemba

HOBBIES

Reading, Singing, Writing Stories & Poetry, Cooking and Baking.

REFERENCES

Ministry of Commerce Trade and Industry

Mrs. Nkole Mututwa

Principal Economist – Department of Domestic Trade and Commerce
Cell: +260 969710844

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Mr. Gilbert Chisenga

Senior Economist- Department of Domestic Trade and Commerce
Cell:+260978231014

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Ndkay Zambia Ltd

Mrs. Chungu Mwandila

Cell: +260977302043

Email: chungumasengu@yahoo.com

International Labour Organisation

Mrs. Taonga Mshanga Mutale

Communications Specialist

Cell: +260976678994

Email: taongamshanga@gmail.com

House of Ruth Foundation

Mrs. Mirriam Chitalu

Founder

Cell: +260977896405

Email: ruthfoundation@gmail.com

MINISTRY OF COMMERCE, TRADE AND INDUSTRY

(October 2021 – May 2022)

POSITION: INTERN ECONOMIST

ROLES / RESPONSIBILITIES:

- ✓ Providing administrative assistance to ensure the smooth functioning of daily operations.
- ✓ Organize and schedule meetings and appointments
- ✓ Work on reports, department budgets, concept notes and other assignments
- ✓ Collaborating with team members to achieve project goals and milestones.
- ✓ Conducting surveys to gather data and analyze collected data to derive insights and support decision-making processes.

NITROGEN CHEMICALS OF ZAMBIA

(June 2020 – October 2021)

POSITION: DISPATCH ASSISTANT

ROLES / RESPONSIBILITIES:

- ✓ Schedule and dispatch workers, work crews and stock
- ✓ Relay work orders and messages to or from work crews and supervisors
- ✓ Maintaining accurate records of dispatch activities, including worker schedules and fertilizer distribution.
- ✓ Ensuring the accurate and efficient loading and unloading of fertilizer.
- ✓ Addressing any logistical challenges to ensure on-time and accurate deliveries.

NDKAY ZAMBIA LTD

(February – December 2019)

POSITION: ADMINISTRATIVE AND MARKETING ASSISTANT

ROLES / RESPONSIBILITIES:

- ✓ Providing comprehensive administrative assistance to ensure the smooth operation of daily activities.
- ✓ Managing office supplies, handling phone calls, and coordinating appointments.
- ✓ Develop and maintain a filing system and as well as booking travel arrangements
- ✓ Cover the reception area as well as provide general support to visitors

CREATIVE CRAFTS AND DESIGN: SOCIAL MEDIA CONTENT OFFICER

(November 2017 – February 2019)

ROLES / RESPONSIBILITIES

- ✓ Develop holistic social media strategy (publishing, creative, community management, paid, organic), and lead the execution of it through the team, with a push for continuous improvement.
- ✓ Drive point of view on creative, content and storytelling foot print that clearly positions creative craft's brand across multiple channels in partnership with the creative and editorial teams.
- ✓ Deliver a clear point of view on the best application of a social approach in brand messaging across creative craft's programs, campaigns and total offering in a way that puts the customer at the center.
- ✓ Proactively define and deliver social media strategy, business plans and roadmap in the achievement of creative crafts business goals.