

# ABERA TEFERA

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Hyattsville, Maryland, 20785

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## PROFESSIONAL/PERSONAL SKILLS

- Advising, Adjusting communication style, Anticipating people's needs and reactions, appreciating others, Building relationships, Conflict management, Coaching and mentoring, Developing rapport easily, helping others, Influencing others, Leading, Managing people, Motivating people, Negotiating, Problem-solving/Creativity, abilities, Decision Making skills, and Adaptability and flexibility, Teaching and training, Working well in a team
- Adapting changes easily, Brainstorming, Developing others' ideas, expressing ideas through art, Innovating, Strategic thinking, Diversity sensitivity, Planning and organizing, Leadership and management, Professionalism and work ethic, Positive attitude and energy
- Analyzing information and data, Classifying and sorting data, Comparing and evaluating information, Coordinating and presenting information, Editing and proofreading written material, Evaluating information, Gathering information from varied sources, Identifying and organizing tasks or information, Organizing and improving systems, Tracking progress of projects and Problem solving

## EXPERIENCE

**Assistant Project Officer**  
**Hiwot Ethiopia, Addis Ababa; Ethiopia**

**June 4<sup>th</sup>, 2012 - July, 2014**

- I have prepared an annual project implementation plan, prepared detailed weekly, monthly, and quarterly action plans and budget plans, developed project-oriented training and/or discussion manuals, coordinated and supervised the efforts of project team members, followed up the day-to-day activities, supervised and follow-up outreach project requirements, compile evidence-based information and report, prepare potential project proposals and /or concept note.

**Project Officer**  
**Hiwot Ethiopia, Addis Ababa; Ethiopia**

**August, 2014 – July, 2019**

- I worked at Hiwot Ethiopia organization as a project officer for the Civil Society Support Program [British Council supported project] and the child protection project. Since I took responsibility, I have managed the project that implements four Ethiopian Regions. The project that I have managed focuses on improving the well-being of children and girls.

**Project Officer**  
**Hiwot Ethiopia, Addis Ababa; Ethiopia**

**August, 2019 – September, 2024**

- I have prepared an annual project implementation plan, prepared detailed weekly, monthly, and quarterly action plans, and budget plans, developed project-oriented training and/or discussion manuals, coordinated and supervised the efforts of project team members, followed up the day-to-day activities, supervised and follow-up outreach project requirements, compile evidence-based information and report, prepare potential project proposals and /or concept note

## SKILLS

- HTML/CSS Skills
- Analytical Skills
- Responsive design skills
- JavaScript Skills
- Interpersonal Skills
- Testing and Dubbing Skills
- Back-end basics
- Search Engine Skills

## EDUCATION

### Information Technology; Addis Ababa, Ethiopia

High School Diploma

Universal College of Technology

September, 2009

### Business Management; Addis Ababa, Ethiopia

BA Degree

Rift Valley University

July, 2024

## CERTIFICATIONS

### Full Stack Web Application Development; USA

Certificate

Rift Valley University

April, 2025