

# KOFFI ENAKUTSA

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## Professional Summary

Talented Project Coordinator focused on promoting team adaptability and cohesion. Meticulous attention to detail and successful track record of accomplishing projects on time and within budget constraints. Knowledgeable about planning and executing projects.

## Skills

- Microsoft Office
- Quality Assurance
- Planning and Execution
- Personnel Management
- Cultural Sensitivity
- Project Documentation
- Good Judgment
- Customer Management
- Project Maintenance
- Change Management

## Work History

**Project Management and Tourism Volunteer in Africa, 01/2021 to 03/2022**

**ALOKPA Alex – Lome Togo, Lome Togo**

- Volunteered with groups and organizations to help make measurable differences for program recipients.
- Used strong interpersonal communication skills to convey information to others.
- Assisted with special events and programs.
- Helped organize and manage events and projects.
- Maintained clean facilities to better serve program needs.
- Met with other volunteers and program leaders to discuss new services.
- Engaged in community outreach to support program mission.
- Planned and delivered numerous activities and special events.

## Languages

**French**

**English**

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Native or Bilingual