




RENE SOULGA

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📄 Rene Baudouin SOULGA

*Project  
coordinator |  
Specialist in  
Humanitarian  
Aid, Gender  
Diversity,  
and Social  
Inclusion |  
Experience in  
Nonprofit  
Organizations  
&  
International  
Development*

 LinkedIn

René Baudouin Soulga has over four years of experience in International Development and humanitarian program management with United Nations Specialized Agencies, including the International Fund for Agricultural Development and the International Organization for Migration, focusing on food security, livelihoods, and humanitarian responses for migrants. Holding Master's degrees in Project Management and Humanitarian Action Management, he has successfully supported the implementation of complex programs in developing countries like Burkina Faso, managing a CAD 1M+ budget, overseeing monitoring and evaluation, and producing high-impact reports. Bilingual in French (native) and English (intermediate), René excels in sustainable program implementation, stakeholder engagement, and donor management, making him a strong candidate for any Non Profit Organization.

## WORK EXPERIENCE

### Executive Assistant – Transition Project Coordinator

The Duke of Edinburgh's International Award - Canada.Toronto - Depuis octobre 2024 - CDD - Toronto - Canada - Ontario



- Administered the Intranet Portal, streamlined scheduling processes, and ensured all board and committee meetings were efficiently organized. For instance, coordinated quarterly board meetings by scheduling agendas and managing pre-meeting material distribution.
- Organized meetings, conferences, and internal events, managing all logistics, from venue arrangements to agenda preparation. Successfully planned the annual staff retreat, handling venue booking, travel logistics, and post-event feedback surveys to refine future events.
- Supported all teams through standardized administrative procedures, ensuring consistency and efficiency. Documented and implemented office protocols that reduced response times for requests by 15%.
- Delivered high-quality administrative support directly to the CEO and COO, facilitating smooth daily operations and enhancing executive team productivity.
- Established and continuously updated office policies and procedures, fostering organizational efficiency. For instance, introduced a document control policy that improved access to critical information across departments.
- Responded promptly to administrative correspondence, ensuring timely responses and maintaining professional communication standards across the organization.
- Assisted in the rollout and communication of organizational policies, including the employee benefits plan, ensuring comprehensive understanding and compliance among staff.
- Supported HR and IT departments in onboarding and offboarding processes, handling equipment requests and setup for new hires, as well as ensuring the efficient return of assets for departing employees.
- Managed logistics for external events, including travel and accommodation arrangements, ensuring that all participants had seamless support for business travel needs.
- Led the transition planning for the Toronto office closure, including conducting feasibility analyses, verifying legal requirements, coordinating maintenance, and addressing operational tasks essential for a smooth relocation process.
- Played a key role in organizing and executing various organizational initiatives, coordinating tasks, tracking project timelines, and providing administrative support to project teams.
- Identified areas for improvement in administrative tools and processes, conducting analyses and proposing solutions. Implemented an improved task tracking system that increased administrative efficiency by 20%.

### Country Program Assistant | Administration & Project Management

United Nations - International Fund for Agricultural Development - Septembre 2022 à août 2024 - CDD - Ouagadougou - Burkina Faso



- Collaborated with Project Coordination Units (PCUs) to collect timely project execution data, securely stored in the Operational Results Management Software (ORMS), the organization internal portal ,
- Standardized and harmonized data across ongoing projects for cohesive reporting.
- Periodically collected Logframe data with monitoring and evaluation officers to verify and assess against project-specific indicators.
- Partnered with communications teams to ensure project achievements were documented on designated platforms and contributed to the preparation of monthly reports shared internally and with donors.
- Planned and coordinated updates for various project phases, including task scheduling, grant and loans allocation, and progress tracking using the Grants and Investment Projects Software (GRIPS).
- Leveraged management software such as ERP, PeopleSoft Financial, OBI, and ORACLE to prepare and allocate budgets, adhering to disbursement rates across five projects, including
- \$1,047,884.73 CAD from the 2024 ordinary budget, \$41,488 CAD from the 2023 rollover budget, and \$170,683.69 CAD from additional donor funds.
- Coordinated with organization-hired consultants to monitor project design, supervision, and evaluation missions, ensuring compliance and timeliness before report approval and archiving.
- Worked with procurement teams to acquire office supplies by preparing purchase orders, launching tenders, and selecting vendors, resulting in more than five framework contracts.
- Uploading and profile required documents for records management and knowledge management purposes in the SharePoint Operations Library (ODC), on xdesk, through the organization electronic records management system, and share of information with project partners.
- Ensures that the full range of activities pertaining to country program administrative operations follow established regulations, rules and procedures.
- Assisted in drafting Terms of Reference for mission members involved in the Country Strategy Plan (COSOP), encompassing design, implementation support, and completion activities.

- Supported staff and consultant for travel arrangement planning, including preparing travel authorizations, UNDSS security advisories, and health information in collaboration with WHO, as well as booking hotels and flights within budget limits.
- Organization in-country meetings with internal and external project/program stakeholders like project team meetings, negotiations, meetings with governments, country visits of senior management, learning events, etc. including preparation and dissemination of relevant documentation and scouting for venues and related activities like maintaining data in the organization corporate systems

## Office Manager | Administrative and Operations Manager | Customer service representative

Euro World / VFS Global - Août 2019 à août 2022 - CDD - Ouagadougou - Burkina Faso



- Supervised and mentored a team of 7, including task delegation and schedule management.
- Organized weekly training sessions for staff to ensure compliance with procedures and standards established by Immigration, Refugees and Citizenship Canada (IRCC).
- Coordinated daily office operations to efficiently handle visa application processing, adhering to IRCC regulations.
- Oversaw the reception of approximately 70 clients daily, ensuring high-quality customer service by providing information and directing clients to authorized IRCC consular services.
- Ensured the completeness of all required immigration documents while maintaining confidentiality and security of clients' personal data.
- Prepared daily, weekly, and monthly reports, and managed internal databases using Excel and Word.
- Continuously responded to professional and client emails using Outlook.
- Supervised the call center team to ensure uninterrupted operations and the accuracy of information relayed to clients.
- Regularly communicated with clients to facilitate effective coordination and resolve operational issues.
- Implemented improved processes, such as rotational work schedules, to diversify staff tasks and ensure operational continuity in case of absences.
- Supervised the biometric data collection operations for clients on behalf of the Biometric Support Operational Unit (BOSU), and managed data entry into VFS Global, IRCC portals, including the Global Case Management System (GCMS).
- Established an additional on-site form-filling service, promoted paid SMS services, and managed daily office revenues of approximately CAD 10,000.

## Humanitarian Project Assistant

United Nations for Migrations Agency (IOM) - Mars 2017 à août 2019 - CDD - Ouagadougou - Burkina Faso



- Planned and implemented the logistical aspects of voluntary return operations for migrants.
- Distributed food, water, and essential kits to migrants prior to departure.
- information, including identification documents and required authorizations.
- Organized flight bookings, managed ground transportation, and supervised travel itineraries.
- Provided information on migrants' rights, available options, and reintegration measures.
- Coordinated with local organizations to ensure the effective reintegration of migrants in their countries of origin.
- Collaborated with national and international partners to ensure successful operations.
- Prepared detailed reports on voluntary return operations, including statistics and recommendations for future missions.
- Assisted in the visa application reception operation on behalf of Immigration, Refugees and Citizenship Canada (IRCC), including providing information to applicants, verifying documents, and ensuring compliance with application procedures.

## SKILLS

### Project Management & Administratives Tools

- Administration ★★★★★
- Budgets ★★★★☆
- Project Management ★★★★☆
- Human Resources ★★★★☆
- Procurement ★★★★☆
- Operations ★★★★★
- Customer service representative ★★★★★
- Travel arrangement ★★★★★
- PeopleSoft ★★★★★
- ERP ★★★★★
- Ms Office (Word, Excel, PowerPoint, Outlook) ★★★★★
- Meetings Apps (Teams, Zoom, Google Meet) ★★★★★

## EDUCATION

**De 2021 à 2023 Master's Degree in Project Management** International Institute of Management (IIM)

My five-year academic journey in project management provided comprehensive training in methodologies and tools essential for effectively planning, executing, and controlling projects. The curriculum covered risk management, resource and budget management, team coordination, and stakeholder communication.

**De 2021 à 2023 Master's Degree in Business and Organizational Management: Humanitarian Action 2iE** - International Institute for Water and Environmental Engineering • Ouagadougou, Burkina Faso •

This program trains students in the strategic management of crises and humanitarian operations, with a focus on emergency planning, resource management in critical situations, and humanitarian impact analysis. It develops skills for coordinating crisis responses and optimizing interventions in emergency situations.

**Depuis 2025 Specialized Diploma in Equity, Diversity and Social Inclusion** Saint Paul University. Ottawa, Canada

The Specialized Diploma in Equity, Diversity, and Social Inclusion provides in-depth knowledge of equity, diversity, and inclusion principles. It focuses on identifying systemic discrimination, promoting diversity, and developing inclusive policies. The program equips participants with the skills to address inequity in workplaces and communities, fostering social justice and equal opportunities for all. It combines theoretical learning with practical applications, preparing graduates to lead inclusive initiatives in various settings.

**Depuis 2024 OSLT Project Management Certificate** Humber Polytechnique

The program enables participants to acquire the specific project management terminology and jargon needed to effectively communicate in professional settings. By focusing on practical skills and industry-specific language, the program prepares individuals to successfully manage projects from initiation to completion and take on leadership roles in various sectors.

**De 2015 à 2016 Bachelor's Degree in Business Administration: Marketing and Communication** International Institute of Management (IIM)

My three-year studies in marketing and communication focused on communication and promotion strategies, brand management, and media engagement. Students gain expertise in content creation, campaign management, and consumer behavior analysis, with an emphasis on tools and techniques to influence and engage target audiences.

**De 2013 à 2015 Undergraduate Degree in Marketing/Marketing Management (General)** International Institute of Management (IIM)

My two-year studies in marketing and commercial management covered fundamental principles of marketing, sales management, and business strategies. The program also included client relationship management, negotiation techniques, and market analysis. I learned how to design and implement effective marketing plans.

## LANGUAGES



Anglais



B1



Français



C1

## CONFERENCES AND EVENTS



### 2024 - Inauguration of the IFAD Country Office (Organisateur)

The inauguration of the IFAD Office in Ouagadougou was a significant event that marked the official opening of the International Fund for Agricultural Development (IFAD) presence in Burkina Faso. The event brought together key stakeholders, including government officials, representatives from international organizations, and members of the local community. The ceremony highlighted IFAD's commitment to supporting agricultural development and rural poverty reduction in the region. Speeches were delivered by prominent figures, including the Minister of Foreign Affairs, the Minister of Agriculture, and the Vice President of IFAD, emphasizing the importance of collaboration and sustainable development. The event also featured a tour of the new office facilities, showcasing the resources and infrastructure dedicated to enhancing agricultural initiatives in Burkina Faso.



### 2023 - RESI-2P Project Negotiation Workshop (Organisateur)

The Project Negotiation Workshop was a pivotal event designed to facilitate discussions and agreements between various stakeholders involved in the project's development and implementation. Participants included government representatives, project managers, financial institutions, and international partners. The workshop aimed to align the objectives, strategies, and responsibilities of all parties, ensuring a clear and mutually beneficial path forward. Through structured sessions, including presentations, roundtable discussions, and negotiation exercises, attendees worked to finalize project details, address any potential challenges, and solidify commitments. The outcome of the workshop laid the groundwork for successful project execution, fostering collaboration and ensuring that all stakeholders were on the same page regarding the project's goals, timelines, and resource allocations.