

# Mbuyu Bilga Omari

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## Education

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2025 – Present  
Erfurt, Germany  
**Master of Business Administration**  
*IU International University of Applied Sciences*  
Specialization : IT Management

2020 – 2022  
Kampala, Uganda  
**Bachelor of Information Technology**  
*International University of East Africa*  
GPA 4.12/5.0

2013 – 2019  
Beni, Democratic  
Republic of the Congo  
**Secondary School Diploma in Business Administration**  
*Institut Bungulu Beni*

## Work Experience

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06/2025 – Present  
Vienna, Austria  
**Communications Support Intern**  
*International Atomic Energy Agency (IAEA)* 

- Assist in the collection, analysis, and synthesis of background information to support the drafting of reports, meeting briefs, and technical documentation for high-level stakeholders.
- Support the development of speeches, talking points, and PowerPoint presentations for senior leadership, including the Deputy Director General (DDG) of the Nuclear Sciences and Applications (NA) Department.
- Contribute to the planning and coordination of internal and external events, including high-level conferences, interagency meetings, and cross-departmental briefings.
- Support the design and layout of the quarterly newsletter, incorporating visual storytelling and data visualization.
- Draft, review, and publish articles, and design communication and visibility materials, such as infographics, banners, posters, and event-related visuals.
- Manage and schedule social media content for thematic campaigns and news items relevant to the NA's work, in close collaboration with the communications team.
- Liaise with internal and external stakeholders, including Member State representatives, partner institutions, and technical divisions to ensure timely information flow and collaboration.
- Provide support to the DDG in her capacity as Chair of UN-Nutrition, including the preparation of speeches, presentations, and meeting notes.
- Provide assistance to cross-functional teams including the communications team, laboratory coordination units, and technical program staff to support programmatic implementation and outreach efforts.

01/2026 – 04/2026  
Geneva, Switzerland  
**Communications Specialist (Remote)**  
*International Trade Centre (ITC/UNWTO)*

- Lead the creation of a comprehensive catalogue to visualize key data for over 130 beneficiaries under the GTEX/MENATEX programme phase 2.
- Identify missing data points and coordinate additional data collection with country teams across Egypt, Jordan, Morocco, Sri Lanka, and Tunisia.
- Manage the collection of beneficiary photos and videos in a common repository in coordination with regional project teams.
- Develop tailored communication content for social media, including quote cards and reels based on testimonials from SME manufacturers and Business Support Organizations.

- Strengthen the visibility of Fibres, Textiles and Clothing (FTC) Unit projects by developing weekly social media posts, and other visual assets.
- Provide strategic recommendations and develop content to improve the "look and feel" of the unit's monthly newsletter, focusing on the visualization of project calendars.

02/2025 – 06/2025  
Geneva, Switzerland

### **Project Coordination Support**

*International Trade Centre (ITC/UNWTO)* [🔗](#)

- Provide support in the planning, coordination and implementation of the ATO project.
- Assist in the organization and execution of workshops (online and physical) in selected countries including supporting correspondence with speakers and participants.
- Support the creation of online and offline products such as presentations, social media content, infographics, flyers in multiple languages.
- Organize and promote webinars, ensuring effective outreach and participation.
- Collaborate with the African Union Commission communications team to create compelling visual materials.
- Facilitate stakeholder engagement through testimonial collection and coordination with policymakers, businesses, and donors to gather valuable feedback.
- Contribute to the ITC` newsletter and web news, featuring case studies, updates from African Trade Observatories (ATOs), and event recaps.
- Develop and implement an academic engagement strategy, including the organization of online research workshops.
- Identify and establish partnerships with African universities, focusing on business schools and trade research centers (e.g., the COMESA network).
- Provide comprehensive assistance to the team involved in website design and development.

08/2024 – 02/2025  
Seattle, United States of  
America

### **Communications Specialist (Remote)**

*Ecologists Without Borders* [🔗](#)

- Collaborate with the Marketing and Communications committee to create and execute effective communication and marketing strategies that promote EcoWb's mission and initiatives.
- Draft, edit, and publish engaging content for various platforms, including social media, newsletters, and the organization's website, ensuring alignment with EcoWb's goals and voice.
- Drafting press releases and other media materials.
- Assist in the design of promotional materials, including flyers, social media graphics, and event invitations, using design software to enhance visual communication.
- Support the planning and execution of marketing campaigns and outreach efforts, tracking their impact and effectiveness through metrics and feedback.
- Engage with members, partners, and the public to build and maintain strong relationships, addressing inquiries and fostering community involvement.
- Help organize and promote events, webinars, and workshops, ensuring smooth operations and effective communication of event details.

04/2024 – 09/2024  
Washington, United  
States of America

### **Communications and Graphic Design Specialist**

*Torture Abolition and Survivors Support Coalition International*

- Designing posters, flyers, and graphics for TASSC's publications, events, and social media platforms.
- Collaborating with the communications team to create visually appealing and impactful designs that align with TASSC's branding and messaging.
- Ensuring that all designs are delivered in a timely manner and meet the specified requirements.
- Incorporating feedback from team members to refine and improve designs as needed.
- Develop targeted strategies to increase the organization's visibility, boost engagement, and increase social media reach.
- Manage TASSC's social media platforms, creating compelling content and fostering audience interaction.

- Manage the organization's website, ensuring it serves as a key platform for messaging and information dissemination, and maintain a user-friendly and visually appealing website.
- Assist in the preparation of digital campaigns and in-person and online events, including developing creative assets and providing logistical support.

02/2024 – 08/2024  
Kinshasa, Democratic  
Republic of Congo

### **Manager of Digital and Communications Operations**

*ERRU Group*

- Implement a comprehensive support system across IT, communications, administration, and logistics, improving efficiency for the ERRU Group and national attorneys' offices.
- Create high-quality visual materials like business cards, presentations, and videos, resulting in a more cohesive and professional brand image.
- Manage IT resources effectively by drafting detailed budgets, ensuring optimal equipment procurement, and collaborating with vendors to secure favorable pricing.
- Streamline the procurement process by assisting with proformas, managing vendor relationships, and building a centralized database for improved purchasing decisions.
- Provide valuable mentorship to interns, equipping them with essential skills and knowledge for successful careers.

01/2023 – 07/2024  
Malaysia & Singapore

### **IT and Communications Consultant (Remote)**

*Asian Women's Leadership University College* ☑

- Create accounts, content (animations, videos, posters, flyers, etc.) and manage social media accounts / platforms
- Contribute to the development and implementation of a comprehensive communications strategy to enhance the institution's visibility
- Analyze company data, IT systems, and infrastructure
- Provide technical support to staff based in Malaysia, Singapore, and other locations
- Ensure the maintenance and migration of the institution's website to an official domain name (.edu.my) as required in Malaysia
- Diagnose and resolve problems, inefficiencies, and weaknesses in the computer system
- Determine the requirements of the information system and define the objectives of the projects and plan a timetable for carrying out the projects
- Implement technology solutions to meet business needs
- Provide advice on technology best practices and make recommendations, such as suggesting appropriate hardware, software, and systems
- Design, install and test new systems and software, and troubleshoot problems that arise
- Train staff in the use of new computer systems
- Write detailed reports and documentation

07/2023 – 01/2024  
Addis Ababa, Ethiopia

### **Public Information Intern**

*United Nations Conference on Trade and Development (UNCTAD)* ☑

- Assist in organizing dissemination activities for UNCTAD's research
- Assist in preparation of news items and updating the social media accounts in English and French
- Update and improving information contained in the office databases, perform internet-based research and catalogue information related to the work of UNCTAD;
- Assist with the maintenance of the Regional Office for Africa (RoA)'s electronic communications dispatched to stakeholders, including UNCTAD communications and outreach products
- Draft information communications products for target audiences, to include press releases, communications and social media campaigns, reports, brochures or flyers, briefings, prepare short video/animated clips, newsletters, websites.
- Contribute to the implementation of the RoA's communication strategy, including through the production and distribution of information material for a variety of media and social media channels.
- In consultation with the relevant senior officials, prepare initial drafts of articles or chapters for inclusion in UN newsletters, periodicals, reports and books.

- Identify key contacts/constituencies and opportunities for strategic partnerships to facilitate and enhance communication efforts.
- Organize or participate in the organization of conferences, seminars, press briefings, interviews, etc.; prepares briefing materials for senior officials prior to their participation in such events.

08/2022 – 09/2023  
Chicago, United States  
of America

### **Director of IT & Project Manager (Remote)**

*Consumer Power Initiative* ☑

- Provide strategic leadership and support for the entire IT and Media team
- Coordinate all technical projects and teams working on the projects
- Organize weekly technical meetings with the technical team (such as the web development and design team) to follow the progress of the projects
- Decide on technological or IT projects
- Create engaging communication and outreach materials, including posters, flyers, and videos, tailored for social media platforms
- Maintain clear and consistent communication with partners on ongoing projects to ensure alignment and address any emerging issues
- Provide troubleshooting for the organization's website
- Lead the creation and distribution of newsletters by collaborating with the Social Media team to gather and integrate engaging content
- Ensure the design of certificates and letters of recommendation for volunteers and issue them after the end of the period their assignments
- Propose the best recommendations and solutions to be implemented
- Draft and finalize an official document outlining the organization's IT strategies and policies.

07/2021 – 08/2022  
Goma, Democratic  
Republic of Congo

### **Chief Technology Officer**

*Dynamique des Jeunes Artisans de la Paix*

- Lead and coordinate cross-functional teams to ensure successful execution and completion of all IT projects
- Manage and schedule Zoom webinars for various organizational activities, ensuring seamless logistics and smooth execution
- Create compelling visuals (graphics, presentations, videos) for all organizational events and activities (webinars, conferences, etc.)
- Regularly back up critical project files and documents to Google Drive for secure cloud storage.
- Administer the network infrastructure and ensure the maintenance of computer equipment
- Ensure the installation, configuration, and maintenance of servers
- Ensure the inventory and audit of all IT equipment (Computers, Routers, Switches, etc.) and ensure the purchase of equipment when needed
- Technical staff support
- Ensure the hardware maintenance of the organization's computers

09/2020 – 08/2022  
Kampala, Uganda

### **Co-Leads**

*Google Developer Student Club at The International University of East Africa* ☑

- Contribute to the Chapter's IT open-source projects
- Help the GDSC Leads in the organization of events such as webinar, conference, workshops, hackathons, etc.
- Mobilize university students to join the Google Developer Student Club (GDSC) community
- Provide technical support during club events.
- Perform the functions of the GDSC Leads in his absence

## Skills

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### Microsoft Office Suite

Word, Excel, PowerPoint, Outlook, and Access

### Office365

SharePoint, Teams, Outlook, OneNote, OneDrive, Word, Excel, PowerPoint, etc

### Google Workspace

Gmail, Calendar, Meet, Chat, Drive, etc

### Data Analysis and Visualization Tools

Power BI, Excel & Piktochart

### Database Development & Administration

SQL, SQL Server Management Studio, MySQL Workbench

### Web Development & Content Management Tools

HTML5, CSS, PHP, WordPress

### ERP, CRM

HubSpot, Salesforce, Bitrix24 & BambooHR

### Email Marketing Platforms / Newsletter Design

MailChimp, Adobe Marketo & Sendinblue

### Graphic Design & Video Editing Tools

Canva, Adobe Illustrator, Photoshop, InDesign, Lightroom, XD, Figma, Premiere Pro, After Effects, Sony Vegas, Final Cut Pro & Camtasia

## Soft skills

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- Good communication skills
- Problem-solving abilities
- Organizational proficiency
- Teamwork
- Attention to detail
- Multi-tasking skills

## Languages

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### English

Fluent in Speaking and Writing

### French

Native / Full working proficiency

### Lingala

Native / Full working proficiency

### Swahili

Native / Full working proficiency

## Certificates

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### Project Management

Google

### Public Relations

Saylor Academy

### Data Analytics

Cornell University

### Humanitarian Information Management, Communications and Media

Humanitarian Leadership Academy

### University of Colorado Boulder

Effective Communication: Writing, Design, and Presentation Specialization

### Microsoft 365 Certified: Fundamentals [🔗](#)

Microsoft

### Google IT Support [🔗](#)

Google

### Fundamentals of Digital Marketing [🔗](#)

Google

## References

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**Najat Mokhtar**, *Deputy Director General and Head of the Department of Nuclear Sciences and Applications*, International Atomic Energy Agency (IAEA)  
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**Diane Sayinzoga**, *Chief of the Regional Office for Africa*, United Nations Conference on Trade and Development (UNCTAD)  
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