

Mbuyu Bilga Omari

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Education

2024 – present
Erfurt, Germany

Master of Business Administration
IU International University of Applied Sciences

2020 – 2022
Kampala, Uganda

Bachelor's Degree in Information Technology
International University of East Africa
GPA 4.12/5.0

2013 – 2019
Beni,
Democratic Republic of
Congo

Secondary School Diploma in Business Administration
Institut Bungulu Beni

Professional Experience

08/2024 – present
Seattle,
United States of America

Communications Specialist
Ecologist 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 – present
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.

06/2024 – 07/2024
New York,
United States of America

IT and Communications Specialist

World Roma Federation

- Develop and implement a comprehensive communication strategy to promote the PPP initiatives.
- Create engaging content for various platforms (website, social media, press releases) to highlight the impact and importance of these projects.
- Facilitate effective communication between WRF, local governments, private sector partners, and NGOs.
- Organize virtual and in-person meetings, webinars, and conferences to engage stakeholders and keep them informed about project progress.
- Establish and maintain an efficient IT infrastructure to support project management and communication.
- Implement secure data management systems to handle sensitive information related to the projects.
- Enhance WRF's online presence through targeted digital marketing campaigns to attract potential investors and partners.
- Utilize analytics tools to track engagement and optimize outreach strategies.
- Develop digital tools and dashboards to monitor project progress and outcomes.
- Generate regular reports for stakeholders, showcasing the impact of the initiatives and areas for improvement.

05/2024 – 07/2024
Kampala, Uganda

Communications Assistant (Remote)

Casey Foundation Africa

- Develop and execute a comprehensive social media strategy for Casey Foundation Africa across platforms like Instagram, LinkedIn, Facebook, and Twitter.
- Craft compelling written content for various communication channels (social media posts, website copy, press releases, internal/external reports, presentations).
- Assist with the development of communication materials for internal and external audiences (e.g., presentations, reports).
- Produce short-form video content to highlight the foundation's work and impact.
- Manage day-to-day social media operations, including scheduling posts, responding to comments and messages, and monitoring engagement.
- Assist in the development and editing of professional emails and documents for donor outreach and relationship management.
- Implement strategies to strengthen Casey Foundation Africa's brand identity and enhance its visibility among target audiences.
- Collaborate with internal teams (programs, development) to ensure alignment and effectiveness of communication efforts.

- Monitor media coverage and identify opportunities for positive exposure.

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.

10/2023 – 11/2023
Garden City, Idaho,
United States of America

Communications Intern (Remote)

CLEAR Global [☑](#)

- Drive impactful storytelling on social media by identifying, developing, and pitching content ideas.
- Manage social media including Facebook, LinkedIn, Twitter, Instagram, YouTube, and other platforms to boost engagement.
- Develop compelling social media campaigns for the organization's communications initiatives.
- Compile and share performance reports across the organization's digital media platforms.
- Monitor and manage social media inboxes, promptly responding to general inquiries received through email and phone including updating email response workflows, templates, and guidelines.
- Update and maintain routine web content including publications, vacancy announcements, press releases, blogs, and others.
- Provide administrative support by organizing and maintaining communications related documents, files, and databases.
- Work alongside the communications team to incorporate efficient communication workflows for internal and external communication.

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.

01/2023 – 07/2023
Malaysia & Singapour

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

08/2022 – 01/2023
Geneva, Switzerland

Web Developer Volunteer (Remote)

Fair Internship Initiative

- Design and create the organization's website using WordPress technology
- Ensure the proper performance and maintenance of the website
- Provide regular updates to the line manager on website development and the implementation of new features.

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

06/2021 – 08/2021
Goma, DRC

Information Technology Intern

Airtel [↗](#)

- Install, configure and maintain Local Area Networks (LANs) and the company's internal network
- Ensure the maintenance of the internal network
- Provide back-up and restoration
- Provide technical support to users or staff
- Troubleshoot web applications
- Install software and hardware, and ensure their maintenance
- Provide troubleshooting in the event of a major outage in the data center
- Ensure good computer security maintenance against intrusions or unauthorized access
- Solve complex IT-related problems

07/2018 – 08/2018
Beni,
Democratic Republic of
Congo

Intern

UCBC [↗](#)

- Ensure the maintenance of the computers
- Administer the library database
- Draft accounting documents
- Record and maintain accounting data in Microsoft Excel spreadsheets

Skills

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

Graphic Design & Video Editing Tools

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

Social Media Tools

Google Analytics, Hootsuite, Buffer, Trello, Meltwater, and SocialBee

Socio Media Platform

LinkedIn, Twitter, Facebook, Instagram, WhatsApp, etc.

Email Marketing Platforms / Newsletter Design

MailChimp, Adobe Marketo & Sendinblue

Audio Editing Tools

Audacity, Adobe Audition, Cubase & FL Studio

Web Development & Content Management Tools

HTML5, CSS, JavaScript, PHP, WordPress & Drupal

Database Development & Administration

SQL, SQL Server Management Studio, MySQL Workbench

ERP, CRM & HRM

HubSpot, Salesforce, Bitrix24 & BambooHR

Project Management Tools

ASANA

Soft skills

Good communication skills

Teamwork

Problem-solving abilities

Attention to detail

Oganizational proficiency

Languages

English

Fluent in Speaking and Writing

French

Native / Full working proficiency

Lingala

Native / Full working proficiency

Swahili

Native / Full working proficiency

Certificates

Humanitarian Information Management, Communications and Media

Humanitarian Leadership Academy

Fundamentals of Digital Marketing [↗](#)

Google

Foundations of Project Management

Google

Public Relations

Saylor Academy

Google IT Support [↗](#)

Google

Microsoft 365 Certified: Fundamentals [↗](#)

Microsoft

Getting Started with Google Workspace - Specialization

Google

Awards

03/2022

Microsoft Skills Award

Microsoft

Award received for winning the Spring Skills Challenge 2022

Projects

2021

Portfolio [↗](#)

Technology Used: HTML, CSS and JavaScript

Bilgambuyu.com is a dynamic and visually stunning portfolio website that showcases my skills and projects in a professional and engaging manner. Featuring a user-friendly interface, this website allows visitors to easily navigate through my work and learn more about my skills, experience and creativity.

2024

Bridge International [↗](#)

Technology Used: HTML, CSS and JavaScript

Bridgeinter.org is a dynamic platform I founded to connect young Africans with career opportunities. Its user-friendly design empowers job seekers to explore programs, resources, and mentorship opportunities designed to bridge the skills gap and unlock their full potential.

References

Diane Sayinzoga, Chief of the Regional Office for Africa,
United Nations Conference on Trade and Development (UNCTAD)
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Dan Teng'O, Public Information Officer, United Nations Conference on Trade and Development (UNCTAD)
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Ayemen Tabir, Executive Director, Torture Abolition and Survivors Support Coalition International
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