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| Latifa SalangiP: (517) 619-4647E: Salangil@msu.edu  |
| **OBJECTIVE**Assisting the organizational objectives by leveraging my academic knowledge, competencies and experience gained from my previous work experience. I would work hard for success of the organization and colleagues.**SKILLS\EXPERTISE\COMPUTER SKILLS*** Performance management
* Professional Typing Skills
* Excellent communication and interpersonal skills
* Microsoft Office suite
* Support strategic analysis and planning
* Long-term planning
* Software installation
* Proficient in Outlook and other email software
* Ability to work as team to achieve results
* Leadership skills
* Quick learner
* Training and motivating others
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# Experience

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| 9/16/2023-present Graduate Research assistant, michigan state university, csus * Assist in research and creative activities for designated research area.
* Develop work plans in accordance with research objectives.
* Assists in the collection of data and/or conducts independent research.
* Assists in specialized administrative, technical, or editorial duties connected to research.
* Prepares reports as needed.

5/31/2022 – 9/15/2023Clerk/receptionist, Michigan State university, CANR Dean’s Office* Greets individuals and answer the telephones in order to answer the questions
* Reconciles money and keeps records of incoming and outgoing bills
* Sorts campus and U.S. mail in order to distribute and forward in to appropriate area
* Check supplies and keep a record of their return.
* Paying bills and invoices trough the EBS
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| 08/2018 – 01/2019Value Chain Officer, Afghanistan National horticulture development organization (anhado)* Selected new suitable area for project value chain
* Coordinated closely with provincial stakeholders, including meeting participation
* Wrote monthly, quarterly and yearly project reports
* Prepared grant and budget charts
* Arranged workshops and trainings
* Participated in selection process for new project beneficiaries in project’s target area
* Coordinated closely with HPS/SO3 technical team
* Conducted baseline/endline surveys according to the donor’s expectations
* Prepared survey tools and questionnaires
* Maintained filing system
* Collected field data from beneficiaries on cost share for post-harvest tools, with finance department support
* Assessed beneficiary needs, developed technical training materials, and conducted beneficiary training
* Visited project sites to provide support and advice to beneficiaries
* Provide input for pre/post-harvest training materials, including brochures and instructional manuals
* Supported consultant’s field-level activities and logistics
* Organized B2B meeting between project producers, traders, processor and exporter(s)

 Supported Value Chain Manager on day-to-day activities 1/2018 – 7/2018Strategic Grain reserves project intern, Michigan State university* Wrote reports on behalf of the Office to the Ministry
* Supported communications, such as recording and writing
* Assisted in facilitation of meetings. Including preparing agendas and materials and taking minutes
* Assisted in survey and data collection and performed data entry
* Conducted field visits with the technical team to ensure quality control

11/2017 – 12/2017Promote women in government intern, Michigan State university* Produced budget reports and projections
* Prepared time-bound work plan for proper and timely implementation of the project
* Supported monitoring and evaluation staff and team
* Wrote various reports
* Scheduled meetings and prepared agendas
* Delivered oral presentations
* Worked closely with project team to achieve goals

3/2016 – 10/2016Afghanistan agricultural extension project intern, USAID* Assisted in data collection and entry
* Assisted technical team to conduct survey
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# Education

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| September 2022Master of Science, Advanced technology in horticulture, Agricultural University of TiranaDegree began at Kabul University in Afghanistan but credits were transferred upon evacuation of Afghanistan in 2022 |
| December 2016Bachelor of Science, Agricultural economic and extension development, Kabul UniversityTrainingConducted regular field visits with the project stakeholdersBusiness ethicsMonitoring and evaluationCost benefit analysisHuman resource managementGIS and GPSValue chainProposal writingManagement and leadershipreferencesKelly Millenbah millenbah@msu.edu Kurt richer kurtr@msu.edurichard chester cheste18@msu.edu |