

PETERKING QUAYE

IT / COMMUNICATION SPECIALIST

peterkingq@gmail.com | +231 775733 484 /+231 886749030 | [facebook.com/peterkingquaye](https://www.facebook.com/peterkingquaye)

Summary Statement

Highly skilled IT and communications consultant with 8+ years of experience in project management, business analysis, and technical writing. Strong track record of delivering successful projects on-time and within budget. Adept at working with stakeholders at all levels and leading teams to achieve project objectives.

SKILLS

- Strategies & Campaigns
- Corporate Communications Strategist
- Digital Media Publisher
- Excellent Negotiation Skills
- Excellent Technical Skills Video Production & Editing Skills
- Public Policy Analysis
- Web & Print Content Development
- Media Management
- Public & Media Relations
- Excellent Media Network Skills

Education :

- Executive MA Procurement and Supply Chain Management -2022 -AME University Graduate School - Liberia
- BSc. Marketing (Hons.) - 2010– University of Professional Studies (UPSA , -Ghana)
- Diploma Business (Accounting Option) – 2008 -Institute of Professional Studies , IPS , Legon -Ghana

Core Qualifications

- Policy Analysis
- Internet Governance Expert
- Negotiation Skills
- Excellent Communication Skills
- Project management
- Business analysis
- Technical writing
- Procurement
- Supply Chain Management
- Agile development methodologies
- Research Methodology

Professional Working Experience/ Contracts :

Ministry of Post & Telecommunication , Liberia – Internet Governance Consultant ,2021-Present

- Developing and implementing 2 policies and 1 guideline for a large organization or government agency to improve their online presence and protect their online reputation.
- Advising and assisting 6 organizations in Liberia in navigating complex legal and regulatory frameworks related to the Internet and digital technologies.
- Helping the ministry to enhance its national cybersecurity strategy policy and designed programs through stakeholders protect against online threats, such as hacking and phishing attacks.
- Supported 8 development of multistakeholder processes for decision-making related to Internet governance, including facilitating discussions and negotiations among diverse stakeholders.
- Developing 5 and 10 delivering training programs and workshops to educate stakeholders on key issues related to Internet governance and digital policy.
- Advocating for the interests of your clients in international forums such as the United Nations Internet Governance Forum or ICANN (Internet Corporation for Assigned Names and Numbers).

West Africa ICT Action Network (Liberia) , -Executive Director , 2018-2020

- Establishment of Strategic Partnerships: I successfully established strategic partnerships with key stakeholders in the ICT sector in West Africa.
- Implementation of High-Impact ICT Programs: Under my leadership, the organization has implemented several high-impact ICT programs in Liberia. These programs have focused on promoting digital literacy, enhancing digital infrastructure, and facilitating access to ICT tools and services for underserved communities. My efforts have resulted in improved access to information, better livelihoods, and increased economic opportunities for many people in the region.
- Capacity Building and Skills Development: I have led over 10 efforts to build the capacity of ICT professionals and entrepreneurs in Liberia ,and other parts West Africa. This includes organizing training programs, workshops, and mentoring sessions aimed at improving technical skills, business acumen, and leadership capabilities. These efforts have contributed to the growth of a vibrant ICT ecosystem in the region, with many successful startups and innovators emerging from the programs.
- Advocacy for Pro-ICT Policies: You have been a vocal advocate for pro-ICT policies in Liberia . This includes engaging with policymakers to promote policies that support the growth of the ICT sector, as well as advocating for increased public investment in digital infrastructure. Your advocacy efforts have contributed to the development of a favorable policy environment for the

Professional Affiliation

- Press Union of Liberia
- Liberia Internet Governance Forum
- West Africa Internet Governance Forum
- ICJ Member
- Journalist for Human Right , Ghana
- United Nations Internet Governance Forum
- Africa Internet Governance Forum

Africa Union Commission– Ethiopia Comm & Media Specialist May 2013 to Jan 2015

Notable Achievement:

Designed 10 and Implemented 6 the Africa Union’s 50th Anniversary media and communication strategy and plan for the Africa Union Commission

- Developed and circulated 10 Media Release of AU
- Worked closely with The Directorate for Information and Communications and writing communication on the AU Commission’s diplomatic events and continental programs /projects and programs
- Head the successful hosting the 2013 Africa Union –Youth ICT Event with 1000 plus youth attending
- Developed and designed over 50 IEC Materials for major events for the Africa Union
- Supervised the technical production of 40 audio-visual for division youth events

CONFERENCE TRAINING /COURSES/SEMINAR /WORKSHOPS ATTENDED:

1. Chartered Institute of Marketing-UK –Certificate in Marketing Then and Now in 2011
2. Sports Marketing Essential – University of Professional Studies -Ghana 2013
4. 2022 Africa Internet Governance Forum , Malawi
5. Introduction to Network Administration using UNIX -ISOC (2016)
6. United Nations Internet Governance Forum , Addis Ababa ,Ethiopia
7. West Africa Internet Governance Forum , Banjul , Gambia
8. Digital Asia ‘CYFY 2018’ , New Delhi , India
9. JHR Ghana Certificate in Journalism -2007 , Ghana

VOLUNTEERING EXPERIENCE:

Commonwealth Business Council Ghana–Conference –Onsite Support & Delegate Management -2008

Pinnacle Business & Training Consultancy (UK) –Seminar Management Assistant 2010

Economist Group –UK Event Management Assistant (Ghana Events 2009)

SPOKEN LANGUAGE: English, French- (Intermediate), German -Dutch (Basic)

LOCAL LANGUAGE: Kru (fair), Bassa (fair),

INTEREST AND HOBBIES: Reading, Music, Sports, Reading Storybooks

TECHNOLOGY

Project& Program analysis, Development planning, Principle accounting, credit analysis and Management Information tools application (customer intimacy, sales and marketing) Total Quality Management, Project Management, Data gathering, Analysis and report/ research writing Skills –(SPSS, Excel).

COMPUTER SKILLS AND COMPETENCES:

Microsoft Office (MS Word, MS Excel and MS PowerPoint)

· Social Media Specialist-Other management Application software (SAP)

Software: CRM System ,Outlook, 3D Max , Maya , Coral Draw Premier Pro, Photoshop, MS Project, MS Office (Word, Access, Excel, PowerPoint)

Web/Multimedia: Flash, Dreamweaver, Social Media ,Fireworks, Search Optimization, Content Management Systems

AWARDS

- **ICANN Fellow Winner** – (2017 .Abu Dhabi ,UAE)
- **ICANN Fellow Winner** – (2019 .Marrakesh ,Morocco)
- BUDRAD 2007: Best Journalist in ,Budumburam Settlement ,Ghana
- Best Media Coverage -Certificate of Appreciation (National County Sports Meet -2013- Liberia) /Monarch Consult - Ministry of Youth and Sports , Republic of Liberia

References:

- Available upon request.