

Barbara W. Kennedy (Mrs.)

+231 886 532 130

+231 770 294 711

canarahkerry@yahoo.com

PROFILE:

Passionate about helping others to learn. Specialized in Administrative Management, organizing events, training, Communication, Planning, and Support Volunteerism, working with diverse group of people for more than twenty-five years.

PROFESSIONAL EXPERIENCE

Associate Vice President for Academic Affairs - Cuttington University: 08/2019 – Present

Key Contributions

- Supervision of academic programs.
- Supervision of classroom instruction on a regular basis through the Deans and report irregularities
- Supervision of the preparation of class schedules by the Office of Admissions and Records
- Maintain adequate instructional materials and equipment for all academic areas
- Supervision of faculty recruitment for departments and programs and recommend to the Human Resources for hiring
- Review status on academic probation and make recommendations for actions
- Preparation of the academic calendar and submit to the Vice President for Academic Affairs
- Supervision of matriculation planning and execution
- Improve collaboration with all deans of the academic programs; attend meetings and have a clear understanding of how the colleges work in order to be good advocate and representative for the colleges
- Perform other duties as assigned by the Vice President for Academic Affairs and the President of the university

Registrar (Interim) April - June 2019

Key Contributions

- Coordinated the Colleges to clear students for 2019 Commencement Convocation
- Coordinated the Colleges and ensure that an adjunct vacation school took place

Academic Dean - Cuttington University

2016- 2019

Key Contributions

- Ensure that students appropriately plan their courses with the assistance and approval of the advisor in accordance with the academic curricula
- Provide advice and oversight of new curricula and course development for the college
- Advice Administration on development and implementation of student centered program
- Identify the supplies needs of the College for submission to the office of the Vice President for Academic Affairs through the office of the Associate Vice President for Academic Affairs

Barbara W. Kennedy (Mrs.)

+231 886 532 130

+231 770 294 711

canarahkerry@yahoo.com

- Monitor all Department Heads and ensure that chair persons are effectively supervised and instructional programs are running smoothly and report irregularities to help improve the college
- Ensure that all instructors adhere to the approved instructional schedule published by the Registrar's office.
- Prepare and monitor college budget
- Identify the human resource needs of the college
- Perform other duties as assigned by the Vice President for Academic Affairs and the President of the university
- Served on academic, commencement and many other committees of the university

Admin Finance Officer - International Medical Corps Bong County Ebola Treatment Unit (ETU)

2014 - 2015

Key Contributions

- Ensure financial policies and procedures are in accordance with International Medical Corps (IMC) and funding source requirements
- Supervise all finance staff
- Ensure the accuracy and authenticity of all accounting and financial records routines and their timely submission to IMC, Finance HQ
- To keep grant files updated with budgets and agreements
- To prepare and review the financial reports
- Prepare internationally monthly payroll roster and send with time sheet to Finance HQ
- Prepare monthly cash requests and projections and submit to IMC, Finance HQ
- Liaise with IMC, Finance HQ for departments and chart of accounts with regards to the approved budgets.
- Advise on all bank accounts, bank relations and ensure timely preparation of bank reconciliations
- Assist in audit schedules preparation
- Assist in making payments
- Grant management and Donor liaison
- Other relevant tasks as assigned by the supervisor

Budget officer - Cuttington University

2013-

Key Contributions

- Administer budget activities, such as assisting with the preparation of and gathering of data for annual and biennial operating budgets and reports, and preparing, reviewing, and/or approving budget entries in financial information system.
- Assist the controller in crafting the fiscal budget of the university

Barbara W. Kennedy (Mrs.)

+231 886 532 130

+231 770 294 711

canarahkerry@yahoo.com

- Assist various units in interpreting financial and budget reports, analyzing data, and planning budgets and assisting units in projecting costs on proposed new or expanded programs.
- Provide advice and technical assistance with cost analysis, fiscal allocation and budget preparation
- Analyze budget status reports and initiate or recommend corrective action or alternatives as appropriate.
- Prepare department budget performance as a way of expenditure controls and advise the department heads accordingly.
- Perform special assignments, research projects, and prepare focused analyses as directed.

Executive Secretary - Cuttington University

2004-2011:

Key Contributions

- Preserve a system of permanent and up-to-date records for the office
- Supervise personnel assigned to the President's office
- Prepare all inter-office memos and communications
- Responsible for maintaining an updated filing system
- Maintained the President's schedule both internal and external and make travel arrangements.
- Point of contact between the President's office and internal or external colleagues
- Organized meetings
- Coordinate all activities pertaining to the operation of the President's office.

Secretary - T. Choithram and Sons (Lib) Inc.

1998 – 2004:

Key Contributions

- Responsible for communications with counterpart companies around the world, requesting for quotations and ensure that goods ordered for reach the company in a timely manner.
- Recorded customer's invoices and receipts and make financial report at the end of the month.
- Receive all guests and attend to their need and respond to communications, etc.
- Responsible for complete filing system within the office.
- Supervise day workers
- Ensure maintenance of the office computers.

Instructor - Hannibal Computer School and Dataware Computer School - Liberia :

1997 – 1998

Key Contributions

- Develop course outline for teaching purpose
- Taught courses in QuickBooks, Microsoft excel, Windows, Word, Serria, and other desktop Publishing software

Barbara W. Kennedy (Mrs.)

+231 886 532 130

+231 770 294 711

canarahkerry@yahoo.com

- Prepare schedule for the various classes

Secretary - Church of Christ Mission Clinic – Kumasi, Ghana :

1995 – 1997

Key Contributions

- Maintained a well-organized filing system of incoming and outgoing correspondence and highly confidential documents and records for the various departments, clinic, pharmacy and the laboratory.
- Prepared and submitted monthly financial reports to clinic administrator.
- Maintained track of drug usage of the clinic and inventory of the pharmacy and laboratory.

Secretary and Registrar - Christian Institute of Accountancy and Computer Training School, Kumasi – Ghana

1993 – 1995

Key Contributions

- Maintain a system of permanent and up-to-date records for all students
- Design and implement all activities relating to students admissions and records
- Ensure that all arrangements are made for entrance examinations and plan all recruitment

Activities

- Coordinate hostels for students from far distances within the country.
- Supervise all staff working in the Admissions office

Professional activities

- Organize young women fellowship for the Churches of Christ women fellowship and served as the President for eight years.
- Organize community savings club and serve as President, credit and savings manager and coordinate the distribution of the monies at the end of the term.
- Organize the Cuttington University Women Association and serve as coordinator for our flag ship Adult Literacy Program.
- Served as Head of Secretariat on National Education Consultative Conference, Liberia – 2009
- Serve as volunteer Grant Manager at the Northampton Center Council in England
- Proprietor of Comfort Loan Program - a self-owned loan program aimed at given out small loan to market women and those interested.
- Proprietor of Best Service Catering, Gbarnga, Bong County, Liberia
- Rotary Club of Gbarnga – Past Treasurer (2016); Secretary (2017-2018); Serve as Sergeant at Arms ; Vice President Elect – year 2019; President – 2021-2022.
President Elect 2020/2021: Director for New Generation
- Vice President, Cuttington University Faculty Association

Barbara W. Kennedy (Mrs.)

+231 886 532 130

+231 770 294 711

canarahkerry@yahoo.com

EDUCATION

Northampton University
MSc. /Accounting/Finance

2011-2012

Cuttington University (PGDE Certificate)

2016-2017

Cuttington University, Suakoko – Bong County, Liberia - BSc. Accounting (2010)

Atlanta Georgia – USA Student Information Management System (Gradpro) 2008

Church of Christ Mission Clinic, Ghana - Primary Health Care Training (1993)

Christian Institute of Accountancy and Technology (CIAT), Computer Training School Kumasi, Ghana (1992)

African Methodist Episcopal Zion Academy - Liberia (1989), High School Diploma, WAEC Certificate

SKILLS

Specialized in Administrative Management, organizing events, training, Communication, Planning, Support Volunteerism and catering service.