**FERNANDO PAULO ANTEZANA SUAREZ**

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**Contact: email** **ferantepaulo1@gmail.com** **PERMANENT RESIDENT CANADA**

*Mr. Fernando Antezana career’s spans over 25 years, of international multilingual professional expert in International Organizations, NGO’s, Foundations, Public Sector and Private Sector, in the areas of program and project management, control, evaluation and monitoring of projects related with the health system mainly primary health centers. Work experience included different organizations such as Red Cross, World Vision, USAID, JICA, WHO, PAHO, UNDP, and also in the Private Sector (Banking, Hospitality) in Canada and Switzerland.*

*Academically Mr. Antezana obtained a Master degree in Direction and Management of Health Service from University Alcala de Henares, Madrid Spain, as well as a Degree in Administration in Hospitality and Health Centers from EHL Lausanne from Switzerland in addition a Diploma in Administration of Human Resources., as well recommendation’s and certificates of the mention entities.,*

***WORK EXPERIENCE***

***Volunteer Project Managers Without Borders 2023 Online***

***Freelance International Multilingual Development Expert*** *2018-2023 Paz, Bolivia*

***General Manager of Modernization Process*** *2016-2017*

*Bolivian Red Cross La Paz, Bolivia*

*Hired by the International Federation of the Red Cross, for the process of modernization of the Red Cross Bolivia, General Manager, Elaboration of Plan of Action, Field Performance Analysis, also in charge of search for funding and donors among other activities.*

***National Responsible of Special Projects*** *2013-2015*

*World Vision Bolivia La Paz, Bolivia*

*Evaluation and Monitoring of Special Projects Nationwide of at least 24 projects in: Education, Health, Gender, Food Security, Humanitarian Aid, Advocacy, Child Protection, Economic Development. At the technical as well as financial level, overseeing that the projects, will comply with the requirements of the donors. These Special projects (from 2 to 3 years) enhance the existing Regional Programs (duration of 15 years).Field trips to see actual effective progress of Projects according to a selection process by priority, elaboration of report with observations, conclusions and recommendations. Some Follow up visits according to priorities.*

*Elaborated and applied a Survey directed to the funding offices, as well as the operative staff of the projects, in order to determine the existing weaknesses in the projects, enabling the detection of weak internal controls, and application of timely reporting to donors. Elaborated a Manual in conjunction with the Sustainability Office for Grants, this manual addresses the full project cycle. Search of Fund of International Donors. Assessing the Project Managers for the preparation of undergoing an Audit, Assessed them in the audit process, and also did the follow up of Audit Recommendation’s, in order to comply with recommendations, by advising what actions should be taken.*

 ***Staff***  *2012-2013*

*Private Foundation ANTICIPANDO La Paz, Bolivia*

*Translation of teachings and other documents related to the work of the Foundation. Logistics in reference of the necessary items for the functioning of the Foundation. Fund Raising and Donor Search, Elaboration of proposals for Grants*

***Volunteer*** *2012*

*Canadian Red Cross* ***Calgary, CANADA***

*Assisted the Responsible of Fund Development in preparation of promotion campaign as well as fund Raising activities. Donors Relations, contacting private entities to seek funds. Introduction in the Raisers Edge System, updating data of the Donors. Fundraising Activities, Administration and Finance, Preparation of Emergency Kits*

***Senior Customer Service Representative*** *2009 to 2011*

*National Bank of Canada**Calgary-Toronto, CND Banking Operations, Verification of ATM Accounts, Certification of Checks, Credit Cards Sales, Credit Documents, Elaboration of Mortgage Documents Banking Transaction, Customer Service.*

***Consultant*** *2008*

*United Nations Development Program (UNDP) La Paz, Bolivia*

*Evaluated the capabilities of the General Controller’s Office of Bolivia to perform audits on mixed funded governmental entities, since there were no adequate initial competencies for the execution of audits of entities with private capitals.*

***International Administrative Officer (P3)*** *2007*

*Regional Office of the Western Pacific, World Health Organization (WPRO) Manila, Philippines*

*Collaborated with the Director of Administration and Finance of the Regional Office in various matters, including:*

*Supervised administrative staff in General Administration, Travel, and Security. Approved administrative and financial processes, such as expenses, and have administered the procurement process of goods and services (vendor selection, quality control, approval of product delivery). Developed a proposal for the improvement of the documentation process for financial transactions.*

***Consultant*** *2006-2007*

*Japan International Cooperation Agency (JICA)* *La Paz, Bolivia*

*Assessed the state of administrative and human resources in various health centers (rural areas), at first and second level, identifying those centers which would be eligible for the project, this at regional level as well as national level.*

***Responsible of Management Control*** *2004-2005*

*PROSIN Health Project Finance by United States Aid Agency (USAID) La Paz, Bolivia*

*Verified compliance with international and national administrative and financial standards, enabling the application of financial controls required by donors as well as at the Governmental National level.*

 *Monitored Rregional Managers and their compliance with Audit controls.*

***Consultant*** *2004*

*Pan-American Health Organization (PAHO) La Paz, Bolivia*

*Analysed the administrative procedures applied in the public health sector, in the processing of international cooperation funds in different regions of Bolivia.*

*Revised existing processes for the disbursement of cooperation funds.*

*Emitted recommendations of procedures, to be implanted for accelerating the disbursement of resources.*

***Consultant for the World Bank for the Vice-controller of Internal Control*** *1993-2004*

***Audit Supervisor*** *La Paz, Bolivia*

***Responsible Unit of Assistance to Vice-Controller of Internal Control***

*Assisted the Vice-Controller in all matters concerning her function. Oversaw all the Regional Offices dependant of the Vice Controller (9 regional offices). Coordinated and elaborated the Annual Program of Operations and Annual Report, consolidating the programming, as well as reports of the 9 regional offices for the area of internal control. Elaborated reports of the activities. Carried out audits, evaluation and monitoring, follows-up of recommendations, evaluation of administrative and control systems in public entities (COSO).*

***LANGUAGES***

***FLUENT:*** *Spanish, English and French*

***INTERMEDIATE: I****talian*

*BASIC: Portuguese*

*Initial Learning German, Catalan*