**Urias D. Quellie**

Vai Town #2, Tubmanburg City

Bomi County, Liberia

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**PROFESSIONAL SUMMARY**

From a background of multi-skill and the ability to multi-tasks operational and administratively. Capable of learning and working under pressure in a cross cultural environment and with people from diverse background. Able to work independently and as a contributing member of a team.

**ACADEMIC QUALIFICATION**

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| --- | --- | --- |
| 2006-2011 | : Bachelor degree (BA) Sociology and Social Work  United Methodist University  Ashmun Street, Central Monrovia, Liberia |  |
| 2004-2005 | : High school Diploma and WAEC certificate  Paynesville SDA High School  ELWA junction, Paynesville, Liberia |  |

**WORK EXPERIENCE:**

Nov. 1, 2022 – Jan. 15, 2024

Citadel Mining Service

Western Cluster Project

Tubmanburg, Bomi County Liberia

**Crusher Operator/Shift Supervisor**

**Safety Assistant**

* Conduct daily General Safety tool box talk for both crusher

Workers and other department

* Conduct risk assessment to identify potential hazards that workers are exposed to
* Work with the safety department to provide daily required PPE for employees and contractors in line with their daily scope of operation and hazard they are exposed to
* Ensure that all equipment are inspected to make sure that they are in good condition for work before operation starts
* Report any malfunction of equipment to the HME Department for their timely intervention to carryout required services
* Coordinate with other department to ensure that management’s daily production targeted are met
* Report daily production tonnage to the requisite department for entry into the production system and report same to my immediate boss

**February 12, 2020 – August 19, 2020**

**Safety Officer, BCM Investment, Grand Bassa County, Liberia**

* Implemented the company’s environmental, health and safety policies in relations to local and international standards.
* Held daily, weekly and monthly safety talk and tool box meeting at all departmental level with local employees and exparts.
* Ensured that all employees carried out their daily functions under safe condition and environmental guard with all required PPE gears.
* Verified incidents when they occurred prepared and summit report in accordance with required measures. Ensure that all vehicles and equipment are checked and safe for operation before an assigned operator can get on board.

**January 10 2019 – April 10 2021**

**Project Manager, LGCE (SME) Unification City Cooperation, Lower Margibi County**

* Planned, schedule and held meetings with stakeholders of benefiting communities as to ensure their cooperation and participation in the waste management project to ensure a clean and safe environment.
* Worked with the offices of the city mayor of Unification City, lower Margibi County to ensure transparency in the recruitment of people who worked on the project.
* Made daily, weekly and monthly report to the operational Manager and the CEO on the project.

**April 2016- February, 2017**

**Project supervisor, Community Development and Research Agency (CODRA) Gbarnga, Bong County**

* Mobilized communities, stakeholders and established contact with other county based NGO for holding meeting and getting their commitment and support for project been implemented.
* Develop tracking tools along with specific indicators, monitored, tracked and reported on service delivery and its direct impact on the communities.
* Develop and implement weekly work plan and work along with other NGO with diverse thematic areas and goals for the insurance of a successful project.

April 2012 – January 2015

**Community Affairs officer, Golden Veroleum Liberia (GVL).**

* Negotiated with local land owners and their stakeholders for their land for the planting of oil palm in Sinoe County. Held meeting with locals to inform and give them a clear understand of the impact, effect and benefit that said project stand to have on their lives and the land that they occupy.
* Negotiated MOU incorporating separate social agreements with communities that agreed during the FPIC process to enter into lease agree with the company for oil palm development in their area.

**REFERENCES**

1. **Mr. Daniel Fully**

Executive Director

Capacity for Youth

Email: [capacityforyouth2010@gamil.com](mailto:capacityforyouth2010@gamil.com)

Cell #: 0777668283

1. **Mr. Boimah M. Johnson**

General Chairperson

Tubmanburg, Bomi County

Cell #: 0776898661

1. **Mr. Michael B. Gordon**

Safety Officer

Citadel Mining Service

Western Cluster Project

Cell #: 0770297978

