**UNIS D. WHIEGAR**

Airfield, Sinkor

**Mobile**#: (231) 886-679-181 **Email**: [diamondwhiegar@gmail.com](mailto:diamondwhiegar@gmail.com)

(231) 775-038-443

**OBJECTIVE**:

Seeking an entry-level opportunity to jump-start my already existing career path as a Marketing Communicator, Administrator, Public Relations Officer, and Manager in an environment that is willing to groom me.

**PROFESSIONAL EXPERIENCE**

**Orange Liberia 13Street Sinkor**

Customer Care Sales Representative Tubman Boulevard

September 2021-Present

* Provides solid perspectives to customers and would-be customers by performing cost benefits analysis to maintain positive business relationships to ensure future sales
* Identify leads and educate prospects on products through calls, pieces of training, and presentations and provide existing customers with exceptional support.
* Initializes and manages relationships with customers to increase the company’s profile

**Lonestar Cell MTN- Liberia Congo Town**

Quality Accessor Analyst Fish Market, Community

Customer Service Department June -September 2021

* Analyzed inbound calls for the company and forwarded them to customer service for redress.
* Provided instant feedback in some cases based on the nature of the query
* Worked as team lead for the project and carried out marketing techniques until its completion.

**NATIONAL ELECTIONS COMMISSION 9 Street, Sinkor**

Precinct Queue Controller and Presiding Officer Monrovia, Liberia

for the General and Presidential Elections 2017-2019

* Directed voters to the appropriate place to vote according to the Voter’s precinct code number and Voter’s ID numbers.
* Coordinate other staff and voters at the polling center on election day
* Led the after-voting process with observers and other stakeholders

**MINISTRY OF FOREIGN AFFAIRS Executive Mansion, Grounds**

Protocol Officer for the Inauguration of the President Capitol Hill, Monrovia, Lib

* Worked in consultation with the Chief of Protocol for the smooth handling and preparation leading to the inauguration of the President.
* Provided support to the GSA and MOS

EDUCATION

**University of Liberia Graduate Program Capitol Hill**

**School of International Relations** Monrovia, Liberia

Candidate for MA

**YOUNG POLITICAL LEADERSHIP SCHOOL OF AFRICA Naymote building,**

**(YPLSA)** Certificate in Leadership, Governance**.** Paynesville,Monro,LIB

June 9-13, 2025

**African Methodist Episcopal University 34 Camp Johnson Road**

Bachelor of Arts (BA) Degree in Communication Monrovia, Liberia

Maj. Mass Com- Min-English September 2016- Nov-2021

**GABRIEL DENNIS FOREIGN SERVICE INSTITUTE Executive Mansion Grounds**

**MINISTRY OF FOREIGN AFFAIRS** Capitol Hill, Mon, Liberia

Certificate in Protocol and Etiquette 2018

**STARZ COLLEGE OF SCIENCE & TECHNOLOGY Airfield, Sinkor**

Certificate in Introduction to Computer Monrovia, Liberia

Certificate in Office Professional Basis 2015-2016

**LENN MILLER HIGH SCHOOL Sinkor, 24 Street**

High School Diploma and Certificate Monrovia, Liberia

**CHILD DEVELOPMENT ACADEMY 16 Street, Sinkor**

Elementary and Junior High Certificate Monrovia, Liberia

ADDITIONAL SKILLS

* Good communication and Marketing skills
* Assertive and assiduous with tasks and timelines
* Knowledgeable in Microsoft Office (Excel, Word, and PowerPoint)
* Strong team player with interpersonal relationships ever willing to work and acquire new skills and knowledge
* Discipline and commitment to assign task
* Has the fortitude to work under severe pressure and make tremendous marks as a result
* Respecter of Institution’s Policy

REFERENCES

Mr. Benedict Y. Harleyson

**Budget and Fiscal Transparency Expert**

USAID Local Empowerment for Accountability and Decentralization Activity Project

Development Alternative Inc. (DAI)

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Contacts: +231-776-780-907

+231-886-363-641

Judge Chan-Chan A. Paegar

**Associate Judge**

Commercial Court

Email:

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