

Professional Profile of Kelvin J. Thomas

Full Name: Kelvin J. Thomas

Gender: Male

Date of Birth: October 25, 1990

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Nationality: Liberian

Summary

Detail-oriented and dedicated agricultural professional with extensive experience in field coordination, election supervision, and agricultural data management. Proven ability to oversee field activities, coordinate teams, and ensure adherence to procedural standards in diverse settings. Possesses strong leadership skills, excellent communication abilities, and a commitment to contributing positively to community and national development efforts. Adept at working under pressure and managing multiple responsibilities efficiently.

Educational Background

Associate Degree in General Agriculture

Cuttington Junior College, Kakata, Margibi County

2020 – 2021

- Completed comprehensive coursework in crop production, pest management, soil science, and sustainable farming practices.
- Participated in practical fieldwork, enhancing hands-on farming skills and environmental stewardship.

National Diploma in General Agriculture

Booker Washington Institute (BWI), Kakata, Margibi County

2016 – 2017

- Focused on core agricultural principles, including livestock management, farm machinery, and agricultural economics.
 - Gained practical experience through internships and farm projects, emphasizing crop and livestock production.
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Professional Experience

Universal Farmer Association, Inc.

Location: Schiefflin Town, Lower Margibi County

Position: Field Coordinator

From: Present (2023 – Present)

- **Supervision and Planning:** Developed daily operational plans and coordinated field activities to ensure the successful implementation of agricultural projects.
- **Team Leadership:** Managed and guided field staff, providing support, training, and oversight to optimize productivity and adherence to project guidelines.
- **Reporting:** Maintained detailed records of field activities, progress reports, and logistical updates, and submitted reports to the program officer timely.
- **Community Engagement:** Worked closely with local farmers and community leaders to promote sustainable farming practices and increase productivity.

National Election Commission (NEC)

Location: Grand Cape Mount County

Position: Presiding Officer (PO)

Year: 2023

- **Election Management:** Led the operations at a designated polling center, ensuring the election process was conducted in a transparent, fair, and orderly manner.
- **Training & Supervision:** Trained and supervised local polling staff on election protocols, voter verification, and ballot handling procedures.
- **Voter Engagement:** Ensured voter turnout and facilitated an environment of integrity and trust.
- **Reporting & Compliance:** Maintained detailed records of polling activities, discrepancies, and submitted official reports to election authorities.

Equatorial Palm Oil

Location: Grand Bassa County

Position: Contractor (Censusing and Data Collection)

Year: 2020

- **Data Collection:** Conducted censuses of oil palm plantations, ensuring accurate counting and recording of palm trees across designated blocks.

- **Branch Counting:** Managed counting of black and red palm branches in each block, contributing to plantation management and productivity tracking.
 - **Reporting:** Prepared and submitted detailed reports on orchard conditions, census data, and counting results for agricultural oversight.
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Core Competencies

- Field Coordination & Supervision
- Agricultural Data Management
- Election Supervision & Administration
- Community Engagement
- Report Writing & Documentation
- Team Leadership & Training
- Time Management & Organization
- Excellent Communication Skills