Doloquee M. Bedell Jr.

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PROFILE

Results-driven Supply Chain and Information Technology Specialist with demonstrated experience leveraging digital systems to strengthen business and humanitarian operations. Skilled in systems implementation, data management, process optimization, and digital transformation for health supply chains. Serves as Administrator for Partners In Health's Logistics Information Management System (OpenBoxes), managing inventory valued at over USD 10 million and supporting multiple health facilities across Maryland. Holds certifications in Data Analytics, Supply Chain Management, and MEAL from Google, Rutgers Business School, and PM4NGOs. Recently completed international training in Data Management for Pharmacy and Forecasting in Kigali, Rwanda. Passionate about developing efficient, data-driven systems that enhance accountability, improve decision-making, and promote sustainability in global health logistics.

WORK HISTORY

Partners In Health, Liberia   **November 2024 – Present**
Position: Operations Systems Specialist

- Administer and maintain OpenBoxes across facilities, ensuring real-time inventory tracking, accurate reporting, and stakeholder data visibility.
- Manages inbound and outbound shipments within the logistics system, ensuring proper documentation, inventory updates, and timely delivery of supplies.
- Conducts regular system updates, reconciliations, and audits to guarantee data accuracy and alignment between physical inventory and system records.
- Collaborate with internal and external stakeholders—including global team members—to gather inputs, coordinate system updates, and ensure alignment in reporting and analytics.
- Provides end-user support and training for warehouse and procurement teams, improving system utilization and data-driven decision-making.
- Develop and present data analytics and performance insights that drive informed decision-making and improve supply chain transparency.
- Ensure data accuracy by validating outputs from warehouse and transport systems, supporting consistent and reliable reporting processes.
- Generates analytical inventory and distribution reports to support forecasting, replenishment planning, and donor reporting requirements.
- Provide support to cross-functional coordination meetings, managing agendas, action tracking, and documentation to ensure follow-through and accountability.
- Coordinates the receipt, storage, and dispatch of medical and non-medical supplies, maintaining real-time visibility of stock levels across central and field warehouses.

NWK Consultancy & Verity News Online, Carey Street   **May 2024 – January 2025**
Position: IT Consultant & Web Developer/Manager (Volunteer)

- Educate non-tech staff on the proficient use of the internet and IT resources.
- Design and develop the institution's website, ensuring a user-friendly interface and seamless navigation.
- Provide strategic IT recommendations to optimize the institution's technology infrastructure.
- Conduct system analysis and propose innovative solutions.
- Manage the institution's content management system (CMS), enabling decentralized content creation and updates.
- Offer ongoing technical support to staff, resolving issues promptly and efficiently.
- Optimize the website for search engines to improve visibility and ranking.

Roviagate Technology, 16th Street, Sinkor   **March 2021 – May 2024**
Position: Software Developer

- Develop, test, and maintain web applications and websites using a variety of programming languages, frameworks, and tools.
- Assist in assessing IT controls and identifying vulnerabilities to mitigate risks.

- Support the implementation of security measures to safeguard organizational data and systems.
- Collaborate with other developers, designers, and project managers to plan and execute software development projects from conception to deployment.
- Write clean, well-documented code that meets industry standards and best practices.
- Troubleshoot and debug code issues, and develop and implement solutions in a timely manner.
- Provide technical support and guidance to end-users as needed.

3E Technical Solutions   **January 2020 – February 2021**

Position: IT Technician
- Assist the IT team in providing technical support to end-users, troubleshooting hardware and software issues, and documenting solutions.
- Participate in IT projects, including server migrations and software deployments.
- Conduct research on emerging technologies and industry trends to support IT strategic planning initiatives.
- Assist in the development and implementation of cybersecurity policies and procedures to enhance data security and compliance.

Technology Hub, Lakpazee   **August 2020 – Dec 2020**

Position: Instructor
- Teach students fundamental programming concepts and practical coding skills using JavaScript, frameworks, and tools.
- Mentor students to develop their professional skills and support them in their job search process.
- Foster a positive and inclusive classroom culture that values diversity, equity, and inclusion.
- Provide personalized feedback and support to students.

EDUCATION

BSc., Information Technology	**Starz University**	**Mar 2018 – Dec 2023**
Diploma, Electronics	**Booker Washington Institute (BWI)**	**Aug 2012 – Sept 2017**

CERTIFICATIONS

Data Management for Pharmacy & Forecasting	**Kigali, Rwanda**	**September 19, 2025**
Google Data Analytics	**Google**	**June 5, 2025**
Supply Chain Management	**Rutgers Business School**	**April 11, 2025**
Excel – From Beginner to Advanced	**Udemy**	**February 4, 2025**
MEAL DPro	**PM4NGOs**	**September 27, 2024**
Monitoring & Evaluation	**Gonet Academy**	**December 28, 2024**

SKILLS

- Excellent organizational skills
- Good Problem-Solving Skills
- Good writing and Communication Skills
- Attention to Details
- Ability to Multitask

For more information, kindly visit my website: www.dmbedell.com

REFERENCES:

Available upon request.