

## SUSAN EDEM KABO

Project Manager



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18 years' experience in managing various projects and contracts in the power sector and 20 years' experience as an Electrical Engineer. My key competencies are managing highly technical turnkey engineering projects particularly power plants and electrical substations. I have a keen interest and proven track record in achieving key project deliverables to meet project time deadlines and cost requirements. My ability to lead technical teams through sound project management skills to achieve project success has led to my diverse experience in managing projects. PMP credentials id 1300871 issued November 2009. PMI member id 1571588.



### Soft Skills

- Negotiation and Persuasion.
- Communication and good interpersonal skills.
- Problem-solving and Adaptability
- Team player and Excellent organizational skills.



### Work History



#### Project/ Contract Management Consultant

*Westwood Professional Services. New York. USA.*

- Drafted service contracts for potential clients to ensure clear and comprehensive agreements.
- Managed supply and service subcontracts with vendors to maintain efficient and reliable partnerships.
- Developed scopes and proposals for new projects, aligning with client needs and company objectives.
- Conducted thorough project planning to establish timelines, resources, and milestones for successful execution.
- Oversaw project progress from inception to completion, ensuring adherence to timelines and budgetary constraints.
- Provided detailed project reporting to clients, fostering transparency and accountability throughout the project lifecycle.



#### Contracts Manager

*Endeavor Energy Holdings LLC. (Endeavor Management Early Power Ltd)*

*Construction Management for the construction of Ghana Bridge Power Project, a \$1.1 billion two-stage, 424MW combined cycle power project located in Tema, Ghana. The project is to sell power to the electricity Corporation of Ghana under a 20-year Power Purchase Agreement.*

- Identified opportunities for outgoing claims, development of claim strategies, supported and prepared notifications and correspondences of claims as well as negotiation and settlement of claims.

2022-09 - date

2019-01 - 2022-07

- Analyzed incoming claims (from a contract perspective), milestone payments requests, developed defense strategies, supported and prepared claim response and correspondences, claim negotiation and settlement.
  - General advice and support to project management, site management and other project team members in the execution of the project contracts and managing of sub-contractors to secure owner's contractual rights.
  - Procured engineering services such as the owner's engineer (WSP) and procured all major project commissioning services. Managed commercial contracts with engineering service providers.
  - Compiled, submitted, registered, and followed up on all claim related information and documentation.
  - Produced monthly schedules and ad-hoc reports pertaining to project and the team. Continuous assessment of project contract conditions provided lessons learned feedback to Site/Project management including site construction manager and improvement of contract management process and tools.
  - Established strong, effective relationships with the project team and its key customers – internal and external
  - Prepared all project weekly and monthly reports to project stakeholders.
- Achievement; successfully set up a compliance tracker to manage all project contractual deliverable which was useful to the whole project team.

2015-01 - 2018-12

#### **Project Manager**

*Avant Engineering Ltd, Accra Ghana*

- (Sub-contractor to Genser Power Chirano for the construction of 50MW Power Plant at the Kinross Chirano Mines and 25MW Gas Turbine Power Project at Genser Power Damang and 45MW Gas Turbine Power Plant at Genser Power Takoradi for Goldfield Mines at Tarkwa and Damang in Ghana.
  - Construction of 33/11kV substations at Afienya in Ghana for Electricity Corporation of Ghana.
  - Construction of 11/33kV indoor substation at Tema Meridian for the Electricity Corporation of Ghana.
- Achievement: All projects were successfully executed to completion. Driving the initiation stage of the projects, prepared and monitored project budgets, prepared and monitored the project program and project progress planned against actual.

2011-12 - 2014-12

#### **Project Manager**

*AV Hermon Ltd, Accra Ghana*

- Performed Project management for Construction of the 161kV Kintampo, Mim and Sunyani Substations under the US Exim Bank Financed Self Help Electrification Project – Transmission Component and VRA 34.5kV Bupe substation projects.

2010-10 - 2011-06

#### **Assistant Project Manager**

*Velosi Ghana Ltd, Accra Ghana*

- Worked on contract to Aldwych International on the Tema Osonor Power Ltd 2 Power project. (FIDIC Contract)

2009-10 - 2010-10

#### **Operations Manager**

*Sitespani Ghana Ltd, Accra Ghana*

- Telecoms Power company - contractor to Zain mobile telecoms network.
- Formulated effective measures for cost cutting.

2007-10 - 2009-09

- Ensured minimum 99% availability of all Airtel (then Zain) cell sites in Accra Eastern, Central and Volta Regions

**Project Manager**

*Genser Power Africa Ltd, Accra Ghana.*

*Independent Power Producer*

- Managed a 7 Million USD 30 Megawatts Gas Turbine Power Project.
- Initiated, Planned, Executed, Controlled and Closed the Project.
- Internal resourcing, staff management, project scheduling and reporting
- Provided process engineering input during all design phases
- Reviewed process design work carried out by third parties
- Ensuring effective delivery of individual sub projects.
- Provided technical direction and supervision of engineers.
- Led process and multi-discipline study teams in the execution of projects.
- Oversaw design and engineering.
- Responsible for the development and maintenance of the project schedule.
- Analyzed project schedule progress and performance and identified developing problem areas.
- Interfaced with the project team and task managers to define scope of work in the development and update of detailed schedules, cost information, and identification of variances from the original plan.

**Project Engineer**

*Process and Plant Automation Ltd, Industrial automation company, Accra Ghana.*

- Inventory management system / loading rack automation project at Kasapreko Tank overflow system – Panel for Kasapreko.
- Automation of CIP plant (Clean in Place), boiler and New water plant for
- Capacity improvement at Accra Brewery Ltd
- Overflow prevention and high-level alarm system Shell Ghana Ltd.
- Design, Install and commission Automatic pump control system for Shell Aviation fuel Tank Farm Airport depot.
- Design, building and installation of distribution panel for Kasapreko Ltd.

2004-10 - 2005-09

**Assistant Protection Engineer**

*Volta River Authority, Transmissions Dept, Ghana National Power Producer, Accra Ghana.*

- Optimization of the Power Systems Protection & Control Periodic checks and calibrating of Control Relays
- Supervision of Technicians in field emergencies.



## Education

2015-06 - 2016-07

**Master in Business Administration – Project Management**

*Australian Institute of Business - Adelaide, Australia*

2000-10 - 2004-05

**Bachelor of Science: Electrical/Electronic Engineering**

*Kwame Nkrumah University of Science and Technology*

Kumasi, Ghana