
LEAH HOWELL, BSc., MSc.

Project Management and Communications Consultant

St. John, Barbados | leahhowell241@gmail.com | +1 (246) 285-1376 | [LinkedIn Profile](#)

EXECUTIVE SUMMARY

Results-driven project management and communications consultant with over eight years of experience leading cross-functional teams and delivering impactful projects across the Caribbean. Proven track record of delivering projects within scope, on time, and on budget across multiple sectors including trade, energy, education, video production and disaster management. Skilled at project planning & implementation, risk management and monitoring and evaluation. Experienced in project management tools such as Asana, Trello and Notion, with a strong ability to create and optimise workflows. Committed to helping organisations achieve their strategic goals.

EXPERIENCE

Project Management Fellow

Amini Barbados | 2026 - present

- Manages a team of 10 in the development of an AI chatbot project
- Facilitates weekly meetings and provides weekly written reports and presentations to company leadership and clients.
- Develops Project management plans and oversees project risks, scope, budget, and timelines.
- Conducts interviews and reviews documents to develop a knowledge base for the chatbot.

Monitoring and Evaluation (M&E) Coordinator

We Gatherin' Secretariat, Division of Culture, Prime Minister's Office | 2025 - 2026

- Implemented an M&E plan for 10 government-led cultural and community-based initiatives
- Developed 20+ data collection tools that streamlined performance measurement
- Conducted 20+ stakeholder interviews and documents lessons learned, risks and issues
- Analysed programme data and made recommendations to the Programme Implementation Unit to guide future programme implementation

Project Manager (Mentee)

First Chances Mentorship Programme | 2025

- Led a team to design a pre-launch operational plan for a fictional eco-resort over six months
- Oversaw the development of 12+ core business deliverables including the HR policy, budget and cash flow forecasts, strategic plan, marketing strategy and investor proposal
- Maintained the project Gantt chart and ensured that all deliverables were completed on time
- Delivered the final executive presentation to programme leaders

Technical Officer - Quality Promotions

CARICOM Regional Organisation for Standards and Quality | 2024 - 2025

- Led regional communications and project support for UNIDO, EU and CDB-funded initiatives across 15 CARICOM countries.
- Managed the \$40,000 PEPSSc Webinar Series campaign, engaging 500+ regional participants in the construction, financial and government sectors
- Chaired the 15-member MIKE Committee and guided the development of their strategic plan.
- Provided operational and communications support and written reports to the CEO.

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Communications Consultant

Technical and Vocational Education and Training (TVET) Council | 2023 - 2024

- Executed marketing and communications campaign projects for five programmes including the Barbados Annual Construction and Design Conference and WorldSkills Barbados
- Spearheaded the campaign launch of the first Technical Degree in Barbados, leading to a full inaugural cohort and a waiting list
- Developed the organisation's marketing and communications policy and SOPs
- Managed the \$120,000 annual budget and provided progress reports to the Executive Team

Freelance Communications Consultant

2023 - present

- Co-developed a national communications strategy for the IFC-funded Barbados Wind Project
- Produced five feature articles for the IDB-funded Caribbean Pivot Programme
- Conducted media monitoring and sentiment analysis to support decision-making
- Provided written and verbal reports to the Lead Project Consultant

Content Producer & Freelance Production Assistant

13 Degrees North Productions Inc. | 2021 – 2023

- Led the production of 20 episodes of the "How to with the Caribbean Gaffer" video series
- Developed project plans for two cultural projects
- Coordinated the production of seven film projects and was the main point of contact
- Provided verbal reports to the Executive Directors

EDUCATION

Master of Science

Project Management
(Development Projects)
UWI Cave Hill, 2026

Bachelor of Arts

Media and Journalism
The Barbados Community
College, 2021

Certification

Writing Grant Proposals to
Unlock Cultural Funding
UNESCO: FondosCultura
Programme, 2022

TECHNICAL AND SOFT SKILLS

Asana | Trello | Monday | Google workspace | Notion | Linear | Microsoft Office Suite | Risk management | Process tracking | Project implementation | Budgeting | Stakeholder engagement | Procurement | Monitoring and evaluation | Research | Communications Strategy and Planning | Performance measurement | Analysis | Workflow optimisation | Reporting | Delegation | Adaptable | Time management | Strong organisational skills | Collaboration | Communication | Strong organisational skills | Problem-solving

REFERENCES

Keith Goddard

Communications and Public
Relations Specialist
+1 (246) 266-1976

Terry Hutchinson

Project Coordinator,
Technical Barriers to Trade
Phase III Project
+1 (246) 846-5872

Andrea Austin

Independent Marketing and
Communications Consultant
+ 1 (246) 822-3861