

JESSICA CLAIRE

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PROFESSIONAL SUMMARY

Financial, policy and economic analyst with extensive experience advising governments and private sector clients in the United States and Eastern Europe. Work includes budgetary analysis and negotiations with the New York City Government, project management and financial analysis for investment projects in Serbia, and the writing and publication of industry and public policy reports across multiple positions.

OTHER SKILLS

- Project Management
- Microsoft Office
- Accounting
- Financial and Operational Reporting
- Strong Analytical Skills
- Excellent communication abilities
- High attention to detail
- Data analysis
- Technical Writing
- Public policy expertise
- Legislative tracking techniques
- Flexible & Adaptable
- Report writing
- Preparing budgets

WORK HISTORY

Consultant, 05/2019 - Current

Ghx – Denver, CO

- Advise on financing and implementation of biogas power plant project in Southern Serbia.
- Collected data and developed detailed spreadsheets to identify trends and create revenue, profitability and expense forecasts.
- Updated operational methods, oversaw accounting procedures, tracked information and compiled data to improve efficiency.
- Raised 2.7 million in new funding through aggressive marketing efforts.
- Prepared project financial statements and business plans for municipal authorities and equity and credit investors.

Financial Analyst, 03/2017 - 04/2019

Eurofins Scient. – Devens, MA

- Supported Council in its negotiations with Mayor's office in preparation of City Budget.
- Oversaw budgets and expenditures of 11 NYC Government Agencies, including Department of Citywide Administrative Services, Law Department, Board of Elections, Campaign Finance Board, and Department of Veterans' Services
- Advised Council members on design and budgetary impact of new legislation.
- Prepared and advised Council members in administration and formulation of oversight and legislative hearings.
- Drafted and presented reports outlining policy and budgetary actions.

UNDP-sponsored Advisor, 02/2015 - 11/2016

Prime Minister's Office Of The Republic Of Serbia – City, STATE

- Promoted Serbia as investment destination in North America through direct marketing to US and Canadian firms and diaspora groups in coordination with Serbian Ambassadors and Consuls in North America.
- Managed implementation of three investments in automotive sector employing over 7,000 workers.
- Managed opening and preparation of 60 hectares of industrially-equipped land for manufacturing investment.
- Coordinated efforts to attract foreign investment to Serbia.
- Prepared and presented investment catalogues to prospective investors.
- Directly advised and guided Chiefs of Staff of Serbian Ministries on modernization of their budgets in line with European Commission's Economic Reform Program.
- Supported improvement of Serbian Healthcare through initiatives to increase and improve cancer screening and facilitate increased cooperation between domestic and foreign healthcare providers.
- Worked with domestic officials to develop training programs to reduce labor force gap in Serbian IT sector.

Industry Research Analyst, 02/2014 - 02/2015

IBISWorld – City, STATE

- Forecast industry performance and trends across variety of sectors in United States and Canada.
- Gathered, arranged and corrected research data to create representative graphs and charts highlighting results for presentations.
- Wrote and updated diverse portfolio of over 50 reports, with particular focus on energy, utilities and waste management.
- Sample reports written include: Coal and Natural Gas Power, Hydraulic Fracturing Services, Natural Gas Distribution, Waste Collection Services, Recycling Facilities, Electronic Goods Recycling, Tire and Rubber Recycling.

EDUCATION

Master of Arts: International Economics/Russian & Eurasian Studies, 05/2013

Johns Hopkins School Of Advanced International Studies (SAIS) - Washington, D.C.

- GPA: 3.75
- Awarded the Bologna Center Diploma after the first year of studies in Bologna, Italy.

Bachelor of Arts: Russian and Eastern European Studies, Economics, 05/2011

Middlebury College - Middlebury, VT

- GPA: 3.66. Graduated magna cum laude.
- Thesis: "Roads to Perdition: An Assessment of the Russian Road Network."
- Middlebury School in Russia, Yaroslavl, Russia (September 2009 – June 2010).
- Member of the Dobro Slovo Slavic Honors Society.