

JESSICA CLAIRE

100 Montgomery St. 10th Floor ♦ (555) 432-1000 ♦ resumesample@example.com

PROFESSIONAL SUMMARY

Multi-tasking consultant known for successfully taking projects from beginning stages to completion. A polished and professional team leader who is experienced in international settings, fundraising, communications and advocacy. Talented at developing strategies, setting goals and fast learning. Confident and decisive when communicating goals and vision to succeed. Over 5 years experience as knowledgeable and talented leader and working with leadership. Hardworking and passionate job seeker with strong organizational skills eager to secure a position that combines policy and passion. Ready to help team achieve motivated team and company goals.

SKILLS

- Salesforce
- Project Management
- Leadership
- Organization and Time Management
- Excellent Communication
- Data Management
- Critical Thinking
- Self-Motivated
- Multitasking Abilities

WORK HISTORY

Consultant, 10/2021 - Current

George Mason University – Fairfax, VA

- Part of Capstone team tasked with evaluating fiscal municipal systems in Tanzania as case study for Malaga Report for UNCDF to be presented and published with recommendations for municipal financial systems to achieve bonds and maintain lines of credit
- Liaised with domestic and international stakeholders to better understand needs and recommend appropriate solutions.
- Created detailed roadmaps of action items and project goals and generated reports to inform budgeting and planning.
- Developed strategic component development plans to support future projects.

Project Management Assistant, 03/2021 - 08/2021

Ibm Corporation – Madison, WI

- Compiled and tracked project documents through all phases with well-organized and easily accessible system
- Documented all time spent on project segments and updated master tracking spreadsheets
- Prepared project reports and documented activities
- Met schedule and deadlines by ensuring that work was completed efficiently
- Completed all daily administrative tasks, including responding to emails, filing paperwork and updating Salesforce promptly
- Worked with senior project leaders to create project scopes and implement roadmaps
- Exceeded company objectives by cooperating with grantees to implement new ideas and practices
- Produced and distributed memos, newsletters, email updates and other forms of communication
- Used Microsoft Teams, Zoom and Google Meets to arrange meetings for grantees and project officers to discuss project scope.

Human Rights Intern, 09/2020 - 11/2020

Chumash Casino – Santa Ynez, CA

- Human Rights Council virtual panels attended, along with memos created, opinion pieces written, and vote counts distributed to UN Geneva and State Department (DC)
- Universal Peer Review (UPR) preparation and support to Geneva office provided before 36th session that took place from November 2-13, 2020.
- Demonstrated self-reliance by meeting and exceeding workflow needs
- Participated in and took extensive notes during weekly meetings with Human Right Offices.
- Worked successfully with diverse group of coworkers to accomplish goals and address issues related to Human Rights.

Community Health Representative, 06/2017 - 06/2019

Peace Corps, Malawi – City, STATE

- STOMP Out Malaria Committee Health Sector Representative/Media Liaison- Designed, executed and promoted projects for malaria prevention for PC volunteers and counterparts.
- Enhanced awareness of health resources and worked to connect individuals with programs.
- Developed and implemented projects focusing on HIV/AIDS, Nutrition, Gender Based Violence, Menstrual Hygiene Management and WASH initiatives.
- Guided program development and implementation to meet needs of diverse client populations and wrote reports and bulletins outlining key health topics and response strategies.
- Reviewed budget to align with objectives, policies and priorities for proper fund allocation.
- Spoke with health community workers and members of public about importance of health, prevention and treatment.
- Helped with targeting public health work by developing needs assessments.
- Helped vulnerable individuals navigate complex healthcare system.
- Targeted specific community groups with wellness and disease management information.
- Demonstrated respect for staff, volunteers and patients from diverse cultural and socioeconomic backgrounds.
- Developed and implemented training classes to educate team members and community residents.
- Wrote and distributed informational materials on chronic diseases, infant mortality, substance abuse and other community health concerns.
- Provided complex counseling and identified alternative resources for patient care.

EDUCATION

Master in Public Administration: Health Policy And Management, 05/2022

New York University - New York, NY

School: Robert F. Wagner School of Public Policy

Specialization: International Health

- Relevant Coursework Completed: Capstone-UNCDF/Wagner Malaga Report Case Study: Evaluation of Tanzania Municipal Financial System
- Received Ellen Schall Experience Fund
- Member of Wagner Womxn's Caucus 2020

Bachelor of Science: 05/2016

D'Youville College - Buffalo, NY

WEBSITE

- www.linkedin.com/in/Jessica-Claire