

JASMINE C. EPPS

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EDUCATION

Tufts University

B.A. in International Relations

Major GPA 3.62/4.0 ;Dean's List: Spring 2008, Fall 2008, Fall 2009, Fall 2010

Medford, MA

May 2011

University of Cape Town

Interstudy South Africa Program; Studied Spanish, Sociology, Art History

Cape Town, South Africa

Jan – Jun 2010

Istanbul International Community School

International Baccalaureate Diploma

Istanbul, Turkey

May 2007

EXPERIENCE

Results for Development Institute, Inc.

District of Columbia

Operations Program Associate

Nov. 2013-Dec. 2014

- Executed Operations related invoice reconciliations ranging from \$1000-\$10,000 on a monthly basis
- Coordinated the procurement of general office and technology related items averaging \$15,000
- Managed organizational listservs for 75-80 staff using the Gmail Platform
- Provided logistical event support for internal and external meetings to include our R4D annual board meeting, Save the Children and Oxfam
- Implemented and managed Level 3 Communications Conferencing system to engage with overseas partners, board members and consultants
- Supported the recruitment and on boarding of 30 individuals
- Maintained ongoing chart, form and presentation creation for internal contract management and travel safety trainings, in addition to operations and organizational flow charts

Professionals for NonProfits

Office Manager

District of Columbia

Feb. 2013-Aug 2013

- Monitored recordkeeping and ensured filing systems were maintained and current
- Collected financial paperwork from temporary candidates and check for accuracy
- Proofread and customize business proposals

Relief International

District of Columbia

Logistics and Procurement Intern, Operations Department

Mar 2012-July 2012

- Carried out procurement procedures and tracked paperwork for capital assets for field and Headquarters
- Assisted with international logistics, travel arrangements and coordination between field and Headquarter Offices
- Conducted digital record keeping of 150 purchase and travel requisitions for domestic and overseas offices

Meridian International Center

District of Columbia

Intern, Office of Development and External Affairs

Sept 2011-Dec 2011

- Assembled individualized prospect list of 700 names for new council members
- Researched and cross-checked information for foundations, corporate sponsors, and individuals
- Assisted in event support for annual fundraisers and conferences including the 43rd annual Meridian Ball

Embassy of the United States, Department of State

Brazzaville, Rep. of Congo

Office Management Specialist, Regional Security Office

Jun 2010 – Jul 2010

- Supported coordination of professional development training course in Botswana for US-sponsored Congolese delegation
- Followed-up on travel itineraries, lodging arrangements for marines and international visitors
- Submitted biweekly record of Guard Force Activity at Embassy Compound and Residences
- Drafted cables using SMART message management infrastructure

Embassy of the United States, Department of State

Brazzaville, Rep. of Congo

Public Diplomacy Coordinator, Public Affairs Office

Jun 2009– Aug 2009

- Cataloged and shelved 200 titles in newly constructed Public Affairs Library
- Compiled English Language Pre-Test for Fulbright candidates
- Communicated Fulbright Scholarship information in English and Basic French to Congolese nationals
- Organized application packets for TOEFL, GRE and Fulbright Applicants
- Engaged in physical set-up of weekly English Club Speaker Series accommodating 50-100 Congolese nationals

The SEED Public Charter School of Washington, D.C.

Administrative Assistant, Human Resources Department

- Performed data entry to prepare school eligibility application for recognition within NCAA
- Input and updated employee information in department spreadsheets
- Collected 200 resumes for job openings

District of Columbia

Jun 2008 – Aug 2008

Part-Time Data Entry Clerk, Student Support Services Department

- Maintained behavioral files in PowerSchool student information system containing over 300 records
- Provided general administrative support to Behavioral Support Team as needed

Oct 2011-Aug 2012

DC United Soccer Club

Part-Time/Seasonal 2015 Guest Services Event Staff

- Provide thousands of guests with a great entertainment experience in a friendly environment
- Provide excellent customer service that exceeds expectations

District of Columbia

July 2015- present

ADDITIONAL INFORMATION

Honors and Awards: Prize for distinguished course work in the Spanish language, Tufts University

Apr 2009

Technology: Windows 7 and Windows 8.1. Gmail Admin Console. Microsoft Outlook, Excel. Leadership Directories, Raisers Edge. PowerSchool. DoS, State Messaging and Archival Toolset (SMART) message management infrastructure. GEM Data Logging Software. JSTOR, LexisNexis, Project Muse. TKO database. Fieldglass Vendor Management System. Great Plains Contract Management Software. Concur Accounting Software. Dropbox for Business. SurveyMonkey. Axiom Travel. Kastle Systems Software. Datawatch Software.

Languages: Knowledge of Spanish and French

Volunteer: Program Aid for STEM Night Programs at the South Bowie Branch Library
Bowie Volunteer Fire Department, Administrative Auxiliary Unit
Volunteer, SEED Inc. Food Pantry

July 2015-present

July 2015-present

Aug 2015-present

Personal: Lived and attended international schools in Banjul, The Gambia; Nairobi, Kenya; Nassau, The Bahamas; Nicosia, Cyprus.
Also lived in Conakry, Guinea.