

**Karen Perez Torres**  
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## EDUCATION

**American University, School of International Service**, Washington D.C. MA Anticipated May 2024  
International Development; Concentration in Gender & Economic Development

**Menlo College**, Atherton, CA  
BS Business Management

## LANGUAGE PROFICIENCY & TECHNICAL SKILLS

**English & Spanish:** Native; **Portuguese:** Low-Intermediate Proficiency  
**Microsoft Suite, Salesforce, Zoom, Canvas:** Upper-Intermediate Proficiency  
**Data Analysis:** R, R Markdown (especially tidyverse)

- Data Visualization using ggplot2
- Descriptive analysis, hypothesis testing, and regressions
- Data wrangling, cleaning, merging, and reshaping data

## PROFESSIONAL EXPERIENCE

**EnCompass LLC** September 2023 – March 2023  
Project Coordinator Silver Spring, MD

- *USAID/El Salvador Monitoring, Evaluation, and Learning (MEL) activity:* Support project leads and senior team members and serve as the liaison between San Salvador in country staff and headquarters to enhance project coordination and support project deliverables.
- Supported the Project Operations Management function for the Technical Assistance and Evaluation and Strategic Initiatives practice areas, coordinating closely with technical teams and leadership to ensure a healthy financial state of the portfolio of relevant projects.
- Helped in the mobilization of staff and consultants, and production of evaluation and learning workshops and technical assistance programs for clients and partners. Organizes safe travel for data collection in compliance with USAID and DOS guidelines.

**Center for Latin American & Latino Studies** January 2023 - September 2023  
Graduate Research Assistant Washington, D.C.

- Conducted research on Latin American and Caribbean countries in various subjects including economy, healthcare, policy, culture, and history, for the Center's director and faculty.
- Prepared literature reviews, assisted with project data collection & data processing, transcribed interviews, and helped in preparation of book indexes.
- Contributed to the preparation and implementation of the Center's events.

**United Service Organizations (USO)** March 2019 - August 2022  
Promoted - Field Programs Specialist (Chicago) August 2020

- Managed, planned, implemented, and evaluated over 75 USO community program activities, and events.
- Monitored and evaluated USO community programs and assessed needs of military families within the state.
- Conducted research to identify and create new programs and services to form new community connections.

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- Engaged and attracted new vendors, coordinated meetings, and fulfilled events in compliance with community engagement and donor agreements.

Duty Manager, Programs Coordinator (Bagram & Kandahar Airfield, Afghanistan)

March 2019

- Planned, implemented, and evaluated a variety of community building events reaching approximately 275 attendees per week.
- Managed monthly programming budget and tracked program expenses with reconciliation reports.
- Collaborated with multiple base entities and DoD representatives to create community programs and maintained morale for NATO military service members throughout their deployment.
- Trained and managed volunteer operations and increased volunteer retention by 500% at Pat Tillman USO.

### **Peace Corps**

March 2016 - June 2018

Entrepreneurship Education Volunteer

Chinandega, Nicaragua

- Designed and implemented technical assistance programs to train Nicaraguan entrepreneur teachers to implement collaborative teaching methodologies.
- Coordinated and facilitated monthly trainings with an average of 13 teachers to reinforce teaching strategies.
- Monitored, measured, and reported the impact of teaching and learning outcomes through periodic evaluations using volunteer reporting forms to inform future program evaluations, project surveys, and project design activities.
- Advised small business clients on best practices to maximize revenue and attract new business.
- Designed, coordinated, and managed two Peace Corps Program grant-funded gender equality camps for Nicaraguan youth.
- Designed and implemented annual local and national business plan competitions promoting future business ownership among local youth.
- Identified, engaged, and secured local businesses and donors to sponsor annual business plan competitions and increase community involvement/collaboration.

## **COMMUNITY SERVICE & ENGAGEMENT**

### **American University**

February 2023 - Present

University Accreditation Commission, Graduate Volunteer

Association of Latino Career Enhancement, President

International Development Program Student Association, President

August 2023 - Present

### **United Service Organizations**

August 2021 - August 2022

Diversity, Equity, & Inclusion Committee

- Conducted a working group with top-level regional executives on how to diversify community programs throughout the USO.
- Created and implemented diverse programming for USO faculty and staff.
- Helped in the design of internal evaluation reports.