

## Contact

206.554.1095

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716 Marshall Ave  
Rockville, MD 20851

## Education

### Independent Study

- Twice weekly French tutoring
- Active studying for PMD Pro

### American University

Washington, DC

Master of Public  
Administration  
August 2018 - May 2020

- Concentration in International Management
- Paul D. Coverdell Fellow
- Winner of the 2020 Best MPA Capstone Award for "Maternal Health Outcomes in DC"
- Courses included: Budgeting and Financial Management; Development Governance and Management; Micropolitics of Development; Organizational Analysis; Project Management; Public Managerial Economics; and Quantitative Methods

### University of Washington

Seattle, WA

Bachelor of Arts in  
International Studies  
September 2010 - June 2014

- Minor in French

## Skills

- Office 365: Excel, PowerPoint, Word, SharePoint, TeamSites
- Languages: Native English and Intermediate French
- Strong writing and editing abilities
- Exceptional organizational skills and attention to detail
- Project Budget Development, Projections, and Tracking
- Workplan development
- Virtual event platform management: Adobe Connect, Google Meet, MS Teams, Zoom
- Adobe Creative Cloud: InDesign, Illustrator, and Photoshop

# NANCY F. ERICKSON

## Experience

### IntraHealth International | Rockville, MD (Remote)

Senior Program Officer, USAID ASAP II Project | August 2022 - Present

- Manages 20+ consultants' recruitment, contracts, invoices, travel logistics, and deliverables. Ensures high-quality program delivery and adherence to donor rules and regulations, organizational policies, and work plans' scopes, schedules, and budgets. Writes and proof-reads monthly USAID reports.
- Maintains core project management tools in SharePoint and Google Drive. Proactively develops new project management tools for improved efficiency and alignment among team members for tracking and monitoring.
- Maintains relationships with USAID and other external partners. Schedules meetings, liaises on activities, takes notes, tracks action items, addresses questions and concerns, and provides regular updates.
- Supports conference and webinar planning and logistics through live virtual technical support, note-taking, and registration tracking and analysis.

### EnCompass, LLC | Rockville, MD

Convenings Manager, USAID GROW Activity | January 2022 - May 2022

- Managed all logistics of in-person, hybrid, and virtual conferences, meetings, retreats, and other learning sessions for USAID's DRG Center and ID Hub. Work included: securing venues and/or virtual platforms; managing invitations, contact lists, and RSVPs; creating and maintaining registration websites; procuring refreshments and supplies; and overseeing and directly providing virtual event production.
- Spearheaded meetings with USAID to collaborate on determining events' objectives and intended outcomes, develop action items, provide updates, and debrief on lessons learned.
- Composed after-action reviews and reports on analytics for engagement and audience growth. Contributed to quarterly donor reports. Monitored progress on key deliverables and activities outlined in workplan.

Project Coordinator | December 2020 - December 2021

- Managed project finances and administration for USAID and other donor-funded contracts. Work included: supporting annual budget development; contributing to workplan development and review process; creating and maintaining financial and LOE tracking systems; creating and developing project management tools in SharePoint; writing and modifying vendor contracts; processing invoices and reconciling purchases; and writing and copy-editing donor reports.
- Supported design and logistics for various in-person and virtual training programs. Work included: contributing to session designs; producing virtual sessions; creating systems for tracking participant attendance and completion of deliverables; and securing platforms, producers, live interpreters, and closed captioning services.

### Catalogue for Philanthropy | Washington, DC

Communications Coordinator | July 2019 - December 2020

Nonprofit Programs Fellow | October 2018 - June 2019

- Provided administrative and program support. Work included: conference, webinar, and workshop logistics; donor database management; workplan progress monitoring; creating and maintaining knowledge management systems; writing reports and press releases; and educational and marketing content creation.

### Health Development Initiative | Kigali, Rwanda

Technical Adviser / Peace Corps Volunteer | January - December 2017

- Created financial, technical, and marketing materials for internal and public dissemination. Examples included grant proposals and budgets, annual reports, budget reports, quarterly newsletters, program analyses, donor briefs, and a 10-week comprehensive sexuality curriculum.

### Peace Corps | Gisagara District, Rwanda

Community Development Volunteer | December 2014 - December 2016