

# ARIANNA PINEIRO

AIP9@GEORGETOWN.EDU | 772.485.1891 | ABOUT.ME/ARIPINEIRO

## WORK EXPERIENCE

### Latino Economic Development Center

*Community development organization serving the greater DC region*

#### Marketing Intern | January 2013 – May 2013

**Job Description:** Researched and implemented best practices for marketing in microfinance organizations. Developed brand brief, messaging platform, and marketing materials to be used by Lending Department in their transition to an independent subsidiary.

**Key Skills:** Research and analysis, project planning and management, communications/marketing, training, graphic design, writing and editing

**Major Accomplishments:** Successfully negotiated with, and incorporated input of, staff and directors of multiple departments to produce final documents approved by all.

#### Lending Intern | May 2011 – July 2011

**Job Description:** Developed project proposal and initiated grant process for proposed Cuban Microenterprise Fund Project pilot, and supported normal activities of the Lending Department.

**Key Skills:** Translation (Spanish-English), research and analysis, project planning, grant writing, client-facing work, microfinance, budget proposals, database management

### Center for Language Education and Development

*Georgetown University office dedicated to English language learning and teacher training programs for domestic and international students*

#### Student Administrative Assistant | May 2012 – May 2013

**Job Description:** Provided administrative and programming support for faculty and staff working on a variety of English language learning and teacher training programs.

**Key Skills:** Project management, database management, outreach and recruitment, graphic design, writing and editing.

**Major Accomplishments:** Designed and deployed new outreach materials for several programs. Updated and streamlined processes for several programs, including volunteer enrollment.

### Organization of American States

*DC headquarters of international diplomatic organization of the Americas*

#### Intern | June 2012 – August 2012

**Job Description:** Provided administrative and programming support for the Rowe Fund, a scholarship-loan program in the Department of Human Development, Education and Culture.

**Key Skills:** Extensive research and analysis, database management, audit process support, writing and editing, translation (Spanish-English), multicultural/bilingual work environment

### Raíces de Esperanza, Inc.

*Nation-wide youth network working toward the empowerment of Cuban youth*

#### Acting Director of Development | January 2012 – July 2012

**Job Description:** In addition to previous responsibilities, managed the day to day operations of the Development Team, including hiring and training interns and developing new initiatives.

**Key Skills:** Research, outreach, database management, meeting coordination, writing and editing, team management, strategic planning

#### Donor Relations Associate | May 2010 – July 2011

**Job Description:** Responsible for creating and managing all donor appreciation programs, including donor mailings and large-scale fundraisers, and coordinating donor communications.

**Key Skills:** Event and project planning, communications, team management, graphic design, writing and editing, event and project budgeting

**Major Accomplishments:** Led inter-departmental team of 5 in advance of a successful, high profile movie screening/fundraiser that attracted over 400 guests and significant media attention. Introduced annual report to donors, increasing transparency and reporting.

### Asociación Civil Mujeres 2000

*Women-focused microloan organization working in the outskirts of Buenos Aires*

#### Field Work Volunteer | September 2011 – December 2011

**Job Description:** Participated in weekly visits to microloan clients, discussing the application process in group meetings and following up with existing clients during home visits.

**Key Skills:** Work experience abroad, microfinance

## EDUCATION

2009 – 2013

### Georgetown University School of Foreign Service BSFS in Culture and Politics Magna Cum Laude

Coursework in Political Science, Economics, Political Philosophy, International Relations, Latin American Studies, International Development (Economics, Health, Gender, Agriculture)

Fall 2011

### Universidad de Buenos Aires

Direct matriculation through CIEE-FLACSO; Courses included Socioeconomic History of Argentina, Economies of Solidarity in Argentina, Women's and Gender Studies

## SKILLS SUMMARY

### Writing and editing

4 years combined

### Non-profit experience

3 years combined

### Research and analysis

3 years combined

### Project management

2 years combined

### Communications/Marketing

2 years combined

### Administrative support

1 year

### Database management

1 year combined

### Working and studying abroad

6 months

### Event planning

6 months

### Computer Programs:

MS Office Suite (Outlook, Word, Excel, Publisher, PowerPoint), Adobe InDesign

## LANGUAGES

### English

Native

### Spanish

Fluent: reading, writing, speaking

### Portuguese

Basic: reading