Emily Kremser

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Summary

Highly organized and flexible leader with excellent communication skills capable of working with people of diverse abilities and personalities. Experience in front desk management and organizational development. Multilingual language skills in Portuguese and Spanish.  
  
Professional Experience  
  
**US Peace Corps**, Chimoio, Mozambique 2010-2012  
  
***Regional Coordinator, REDES Project***                    2011-2012  
Managed the events and finances of a nationwide girls’ empowerment project for the central provinces of Mozambique.

* Coordinated 3 day Training of Trainers with 23 group leaders resulting in an increase in participants’ group facilitation abilities and knowledge of HIV/AIDS, sexual and reproductive health, methods of communication, sexual education, and budget writing
* Organized and directed 4 day regional REDES conference with 34 teen girls resulting in an increase in participants’ knowledge of nutrition; the effects of alcohol; the transmission, prevention, and the importance of testing for HIV/AIDS; sexual and reproductive health; communication skills; women’s rights; higher education and study skills; and personal financial management
* Facilitated communication between 20 community based REDES groups
* Promoted regional events and activities and recruited participants
* Managed grant funds for Manica, Sofala, and Tete provinces which supported regional conferences, trainings, planning meetings, group support, and inter-group exchanges

***Community Health Promoter*** 2010-2012  
Evaluated the activities of two community based organizations, identified areas for improvement and expansion, and designed trainings and other tools to help organizations meet their goals.

* Designed and delivered 2 day permaculture workshop to 10 community educators; 80% comprehended methods at end of training, and 20% of participants went on to teach workshop methods to others in their community
* Devised and implemented training in group facilitation skills with 10 community educators resulting in a 30% increase in leadership skills and effectiveness among participants
* Produced a basic accounting skills manual, executed a training with supervisors, and implemented methods within organization, resulting in more efficient and accurate financial management practices
* Created and delivered training on nutrition, hygiene, malaria, HIV/AIDS, and women’s health information with 10 community educators, resulting in a 75% increase in participants’ comprehension of material
* Introduced method of identifying organization’s strengths, weaknesses, opportunities, and threats resulting in the development of new projects and strategies to improve existing projects
* Implemented organization wide monthly meetings and planning calendars, resulting in improved communication among staff

**Seattle University Reprographic Services**, Seattle, Washington 2009-2010

***Copy Desk Clerk***

* Ensured efficient operation of business by managing and processing customer orders
* Facilitated management of business accounts by accurately pricing orders
* Guaranteed customer satisfaction through friendly service and ensuring prompt receipt of orders

**Steamboat Inn**, Steamboat, Oregon 2007-2007

***Receptionist***

* Managed daily operations of reception desk by processing reservations, conducting guest check-in/-out, operating phone lines, and providing visitor activities information to ensure guest satisfaction
* Facilitated seamless execution of planned inn events by securing reservations, preparing event site for occasions, and attending to guests’ special needs
* Promoted cash flow of the business by securing payment of guest balances

Additional Training

* Project Design and Management, 4 day workshop
* Monitoring and Evaluation, 14 training hours
* Behavior Change, 1 day workshop

Education

**Bachelor of Arts, International Studies**, Summa Cum Laude, Seattle University, Seattle, WA

* Minors in International Economic Development and Spanish

Additional Information

* National Peace Corps Association member
* Noel Brown Award for academic excellence, Seattle University, 2010
* Fluent in Portuguese
* Proficient in Spanish
* Proficient in Microsoft Office Suite