

Jessica Claire

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SUMMARY

More than nine years of professional experience in a multidisciplinary/international environment, working on programs and projects with emphasis in strategic communications, environmental issues, and community building.

HIGHLIGHTS

MS Word, Power Point, Excel, Concur-Travel, PeopleSoft-Human Resources, Bud-E-Budgeting, Macromedia Dream Weaver, Adobe Illustrator, Word Perfect, Quattro Pro, Google Applications, Social Media

ACCOMPLISHMENTS

*Experience in strategic planning, budget management, project execution, and monitoring and evaluation
*Excellent skills in communication and team work
Work experience in India, Laos, Malaysia, and the US with projects in Mexico and Panama

EXPERIENCE

FELLOW: CREATING LIVELIHOODS VIA AGRICULTURE PROJECT, VOLUNTEERING FOR INTERNATIONAL PROFESSIONALS 2015 to 04/2015

Addx Corporation | Omaha, NE, Malaysia

- Senior member of multicultural, international team at local non-profit organization working with single mothers to create a program to increase livelihood options for beneficiaries using profits from an agriculture-based enterprise Drafted project proposal including work and impact areas, purpose, outputs, work plan and sustainability plan Conducted a needs assessment to benefit women in the community of Kulim, Kedah Established benchmarks and goals for the project; worked with team to ensure delivery dates were met Monitored project progress and produced and submitted reports and presentations accordingly for the Ministry of Finance and executing agency Business Development Volunteer, FruitFriends, Vang Vieng Laos 02/14 - 04/14 Defined, prioritized, and documented FruitFriends' immediate and long-term goals and objectives; developed monitoring and evaluation plans, including results metrics Developed a financial reporting framework to aid in the presentation of the organization's financial standing to potential donors Worked with the program manager in researching the market, identifying stakeholders, estimating profit margins and producing business plans for agricultural products Created follow-up mechanisms to organize volunteers.

PROGRAM MANAGER

08/2013 to 01/2014

Clifton Larson Allen | New Bedford, MA, India

- Coordinated the WildForest program, managing all participating interns Created a comprehensive strategic plan for the program, including tasks, goals, and objectives in the short, medium, and long term Participated in reforestation project, educational initiatives and grassroots-level research and outreach Created impact assessment tools for the program Fostered relationships with local non-profit, private, and governmental organizations.

CONSULTANT

03/2006 to 03/2013

Inter-AmInter-American Development Bank IDB | City, STATE,

- Formulated annual and multi-year strategic work plans, as part of a team Drafted funding proposals for communications plans Researched and analyze various topics for the development of communications strategies for priority corporate initiatives (sustainable cities, climate change, biodiversity, corporate social responsibility, etc.) Cultivated relationships with more than 25 Latin American and Caribbean community-based organizations in the Washington, D.C.
- area Coordinated the annual grant cycle for the IDB's Corporate Social Responsibility Program: IDB-D.C.
- Solidarity Coordinated special projects and events in the US, and abroad to ensure compliance with internal regulations Coordinated budget execution, monitored spending, and provided reports accordingly Designed, edited and produced the IDB's Annual Report.

EDUCATION

MA | International Affairs

AUGUST 2003

American University, , Washington D.C.

GPA:

International Affairs

	<p>Making Sustainable Development Work: The Case of Costa Rica </p> <p>, ,</p> <p>GPA:</p>	
	<p>MA Natural Resources and Sustainable Development</p> <p>United Nations University, San Jose,</p> <p>GPA:</p> <p>Natural Resources and Sustainable Development</p>	<i>AUGUST 2003</i>
	<p>BA International Relations Economics</p> <p>Florida International University, Miami, FL</p> <p>GPA:</p> <p>International Relations Economics</p>	<i>APRIL 2001</i>
	<p>Certificate in Latin American and Caribbean Studies Independent Study: Governance and Legitimacy in Colombia CONTINUING EDUCATION Effective Project Management for Development, PM4DEV, August 2015 Permaculture Design, Panya Project, Thailand, May 2014 Project Design Monitoring and Evaluation, PM4DEV, April 2014 </p> <p>, ,</p> <p>GPA:</p>	
LANGUAGES	Bilingual in Spanish/English	
INTERESTS	<p>Volunteer researcher, Farmer to Farmer Program, Partners of the Americas, June-November, 2009 Call center trainee, Human Trafficking Hotline, Ayuda, Inc. and Self Reliance Institute, 2008 Translator, Martha's Table, 2008 - 2009 Event Volunteer Coptic Orphans, Merrifield, VA, 2006 - 2007 Norma Claire</p>	
ADDITIONAL INFORMATION	<ul style="list-style-type: none"> VOLUNTEER WORK Volunteer researcher, Farmer to Farmer Program, Partners of the Americas, June-November, 2009 Call center trainee, Human Trafficking Hotline, Ayuda, Inc. and Self Reliance Institute, 2008 Translator, Martha's Table, 2008 - 2009 Event Volunteer Coptic Orphans, Merrifield, VA, 2006 - 2007 Norma Claire 	
SKILLS	<p>Dream Weaver, Adobe Illustrator, agency, Budgeting, budget, Business Development, business plans, C, delivery, English, estimating, Finance, financial, financial reporting, Human Resources, Latin, Macromedia, managing, market, Excel, Power Point, MS Word, needs assessment, enterprise, PeopleSoft, presentations, producing, profit, progress, Project Design, Project Management, proposals, proposal, Quattro Pro, researching, research, Spanish, strategic, Word Perfect</p>	