

# Ana Carolina Richter

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Economist specialized in Public Administration with a Masters in Governance and Public Policy and professional experience in the public, private and non-profit sectors.

Thriving in dynamic environments, finds missions promoting societal transformation and collaboration fascinating. With an analytical thinking, is constantly tuned in to relevant work improvements. Known for outstanding academic and professional record. Skilled in qualitative and quantitative research, has used a range of tools (such as Microsoft Excel, Stata, NVivo, and Python).

## Areas of expertise & skills

International background | Strategic and analytical ability | Strong writing skills | Detail-oriented | Project management  
Project proposals analysis | Service-oriented work ethic | Socio-political environment understanding | Qualitative and quantitative research

## Professional Experience (2015-2022)

**2021-2022 | University of Passau | Research Assistant** **Passau, Germany**

- Support to the project Visualizing Democracy within the Professorship of Methods of Empirical Social Research: data entry into Stata, assessment of the sample representativeness and other statistical operations, collaboration on the creation of a category scheme to conduct qualitative analysis, and literature research.

**2017-2019 | Government of Parana State | Project Lead Analyst** **Curitiba, Brazil**

- Direct assistance in the coordination of the state program University without Borders in tasks such as budget allocation, drafting of Public Notice for the call of proposals, and evaluation of project proposals regarding feasibility and impact.
- Monitoring of over twenty projects developed within the framework of the program, including expenditure compliance audit, tracking activities and achievement of objectives, elaboration of reports, and checking requests for budget amendment.

### Accomplishments

- Development of a tool in Microsoft Excel to track expenditures against each project's financial plan in line with the official classification of the State Budget System, instructing different departments on its use.
- Conceptualization and implementation of a survey to evaluate the impact of the program between 2017 and 2018 covering over 80 projects.

**2015-2016 | All India Disaster Mitigation Institute | Project and Research Consultant** **Ahmedabad, India**

- Participation in the development of Disaster Risk Reduction (DRR) projects in diverse districts in India, conducting field assessments, elaborating disaster management plans, and writing reports based on field assessments and desk reviews.
- Contribution to a disaster microinsurance demand analysis for small businesses in urban sites based on data collected in three districts (collaborative project between AIDMI, Stanford University and the Humanitarian Innovation Fund).
- Collaboration in a study of the post-disaster recovery in the areas most affected by the Gujarat earthquake through consultations with citizens, community-based organizations, and local authorities (in partnership with CENDEP-Oxford Brookes University).

### Accomplishments

- Writing and publication of articles in the organization's specialized platform Southasiadisasters.net.
- Elaboration of five papers presented during working sessions of the Third UN World Conference on Disaster Risk Reduction based on structured talks conducted with school children (in partnership with UNICEF India).

## Other Relevant Experiences

**2011-2014 | Fernandes Pães e Doces | Family Local Business** **Curitiba, Brazil**

- Responsible for tasks and projects encompassing key business areas such as Accounting (income statement analysis, checking invoices and payment of suppliers, financial and price adjustment analyses), Human Resources (posting job vacancies, analyzing CVs, defining the interview script), Marketing and Social Media (creation of website and social media campaigns), as well day to day store operation.

**2012-2012 | ExxonMobil | Student Trainee** **Curitiba, Brazil**

- Development of a project to improve the department's Knowledge Management, which included meeting analysts to track main processes, identifying key data about Operators/Properties in different platforms and personally-generated information, and creating a master database using Microsoft Access/Visual Basic.

**2009-2010 | AIESEC | Local Director and National Support Manager** **Curitiba, Brazil**

- Strategic and operational planning, training and management of a team comprised of twelve members, partnership maintenance with local companies, and recruitment of young professionals interested in applying for an international traineeship.
- Leader of a virtual team of four members responsible for supporting the network of local directors in Brazil.
- Assistance to the national committee in goals setting, analysis, and strategies development.
- Participation in the case competition National Sustainability Challenge (co-organized by AIESEC in Brazil, Artemisia, ABN-AMRO Bank and Ethos Institute) – second-place award.

## Education

**Master's degree Governance and Public Policy** | University of Passau | 2022 (DAAD Helmut-Schmidt-Programme Scholarship Holder)

**Specialization in Public Administration** | UEPG - State University of Ponta Grossa | 2019

**Bachelor's Degree Economic Sciences** | UFPR - Federal University of Paraná | 2014

## Language & Technical Skills

**English** Fluent (IELTS Academic) | **Portuguese** Native | **German** Intermediate (TestDaF) | **French** Basic  
Microsoft Word, Excel, PowerPoint & Access | Stata | NVivo | Python