

Celeste Brevard



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Skills

Policy: Studied various laws and methods for presenting policy to different regimes throughout my graduate studies. Analyzed the effectiveness of *Resolution 1325* while at the UN. Presented immigration policy to Mexico's Consul General to New York Jorge Islas Lopez during my time at NYU. Proposed policy changes regarding technology rights through my graduate thesis. Working with SETF on continuing support for the Syrian people through legislation and acts like the Caesar Syria Civilian Protection Act.

Research: Experience researching and presenting ideas from a range of topics to a wide variety of audiences. Including technology, civil rights, women's human rights, International Humanitarian Law, global history, conflict resolution, and political campaigns.

Media: Used social media and the web to generate increased awareness and success for various companies and events. This includes: Instagram, Twitter, Facebook, and intranet sites.

Events: Created events for the community and for those within the organization. This includes a Bystander Intervention event while at the United Nations and participating in the Summer Sweat Series of Union Square in NYC while at Ivivva.

Project Management: Balanced multiple projects with competing deadlines throughout each position and educational degree. Every project assigned has been brought to fruition successfully by the deadline.

Presentations/Reports: Used various presentation platforms such as Canva, Google suites, and Microsoft suites to create compelling presentations on complex materials for various positions and throughout my graduate studies. This includes presentations to the senior staff at the UN and to Mexico's Consul General. Many reports included complex data which was visualized through graphs and GIS maps.

Detail Oriented: Always focus on the smallest aspects of a project to ensure maximum success. This includes, wording, grammar, formatting, and the audience appeal.

Syrian Emergency Task Force / Policy Fellow

December 30th 2020 - Present, Remote

- Assisting with political advocacy work and establishing local support
- Using ESRI (Geographic Information System platform of the Environmental Systems Research Institute) to create a map of civilian attacks. Both past and present for awareness and documentation for legal cases
- Researching, writing, and creating a story map on the situation in Syria to include on project dashboard. This will be made public for the March 15th 10-year anniversary of the Revolution
- Teaching English to help empower women in Syria
- Main coordinator for events commemorating 10-year anniversary of the start of the Syrian Revolution. This includes coordinating with media, Congress, and board members

United Nations / Intern Department of Political and Peacekeeping Affairs-Department of Peace Operations (DPPA-DPO)

September 2019 - December 2019, New York, NY

- Communications liaison for the gender parity initiative as put forth by the Under-Secretary-General and various UNGA and UNSC resolutions (such as *Resolution 1325*)
- Responsible for maintenance and formation of visual representations of department data from headquarters and the field
- Prepared infographics to educate and share departmental findings
- Researched and presented new gender parity initiatives such as the gender gap in internet access as put forth by the World Wide Web Foundation
- Headed the creation of various events such as, Bystander Intervention Training and inter-departmental meetings (with one of the highest attendance records)
- Conducted inter-departmental surveys on various gender parity initiatives and progress
- Partnered with supervisors to create the end of quarter status update for senior staff on the effectiveness of *Resolution 1325*
- Contributed articles on DPPA-DPO Gender Parity initiatives to the UN intranet
- Helped in the hiring process of the new intern

Servcorp / Center Manager / Training Manager for U.S Region

November 2018 – July 2019; December 2019 - May 2020

San Francisco, CA - New York, NY

- Success in finding, negotiating, and solidifying deals with clients from small businesses to Fortune 500 companies
- Networking and event management
- Management of center financials including budgets and forecasting
- Developed and implemented training plan for the U.S.
- Coordinated travel arrangements of the CEO when he came to U.S. locations
- Drafted various reports on financial standing and training updates
- Worked with U.S. Sales Manager and U.S. Regional Manager to create training calendar for the whole U.S. operation

Education

New York University (NYU)

International Relations, MA
September 2019 – January 2021, New York
Concentration in International Law

Southern New Hampshire University (SNHU)

International Business B.S
September 2016 - January 2019, Online

Minor in Communications

**Graduated Summa Cum Laude*

Languages

Intermediate French
Beginner Spanish

Awards

Dean's List (2018) - SNHU
President's List (2017) – SNHU

Projects

Contributing writer for Anthem Press book:
[*Hacking Digital Ethics \(Anthem Ethics of Personal Data Collection\)*](#)

References

Colette Mazucelli
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United Nations
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Servcorp
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Anthropologie / Department Manager

September 2017 - November 2018, San Francisco, CA

- Hired, trained, and onboarded staff of 40
- Monitored sales goals to exceed previous year's 5-million-dollar volume
- Increased store revenue by over 15% by partnering with the store manager, visual manager and hiring the right people for each position
- Managed the regions Instagram and increased followers by 5% in one month

Iviva (Lululemon's line for girls ages 6-14) / Assistant Manager

July 2016 - September 2017, New York, NY

- Hired, trained, and developed over 80% of team members
- Increased team satisfaction as demonstrated through happiness survey results from 72% to 94%
- Created events with over 100+ attendance to support the community and increase brand awareness

Global Step Academy / ESL Teacher

February 2016 - July 2016, Tokyo, Japan

- Taught students of various ages and levels the English language through self-made lesson plans
- Planned and taught a 3-day Spring camp for local children of various levels in Tokyo

Caxton St. Catering / Catering Manager

April 2015 - September 2015, Adelaide, Australia

- Led the VIP catering staff of 15 people in Adelaide
- Ensured the high-profile guests were catered to in a manner aligned with the mission of the Cirque du Soleil VIP standards

Cirque du Soleil / Team Leader Food and Beverage

October 2014-March 2015, Sydney, Melbourne, Brisbane, Australia

- Led a team of 10-15 people that circulated from a list of 100 people each city
- Served 2,500 guests a show from various countries and backgrounds
- Handled customer disputes
- Trained new employees

Jennifer Pickett, Inc. / Office Manager and Assistant to the CEO

February 2014 – October 2014, Tokyo, Japan

- Communicated with all third-party correspondences (fabric vendors, public relations agents, and showrooms) and created many of these connections
- Launched the line at Coterie which included organizing the release party and selling the line to Harvey Nichols
- Managed payroll and ordered supplies for the office
- Coordinated travel for the CEO and staff and managed her calendar
- Managed budget of over \$100,000