

Katherine de Juan

(860) 597-2300 • Katherine.de.juan@gmail.com

PROFESIONAL EXPERIENCE

Peace Corps: El Salvador Jan 2011 – Feb 2012

Economic Development and Community Organizer

- Conducted trainings on agriculture, accounting and marketing for a women's cooperative.
- Wrote successful grant for HIV/AIDS education: completed budgeting, monitoring and evaluation.
- Formed a partnership between the school and municipal government to coordinate a community reforestation project.
- Conducted community needs assessment: used statistical analysis to identify problems and present a diagnostic plan.

New Alliance Bank: Manchester, Connecticut Aug 2010 – Jan 2011

Business Development Program Assistant

- Arranged appointments with prospective businesses and branch managers to discuss the bank's products.
- Tracked the results of the appointments in a database and analyzed outcomes to support program recommendations.
- Assisted in opening over 100 accounts bringing over a half a million in revenue to New Alliance Bank.

San Juan de La Cruz Public School: Madrid, Spain Oct 2009 – Jul 2010

English Teacher

- Taught science and English to children ages 5-13.
- Developed cultural programming for students and a tailored curriculum for non-native English teachers.

Business Industry Political Action Committee: Washington D.C. Jun – Sep 2009

Client Service Support Assistant

- Trained 40 member companies HTML skills to help manage their corporate websites.

US Hispanic Chamber of Commerce: Washington D.C. Jan – May 2009

Marketing Intern

- Developed successful marketing campaign and increased student participation at the Legislative Conference by 40%.
- Created a database of Fortune 500 companies on their patterns philanthropy and marketing towards Hispanics.
- Published articles in the US Hispanic Chamber of Commerce newsletter.

Amazon Alliance: Washington D.C. Sep – Dec 2008

Research Intern

- Researched environmental regulation in Latin America; findings were presented at international conferences.
- Provided travel support and event planning for conferences.

Girl Scouts of America: Anchorage, Alaska

May – Aug 2008

Community Outreach Coordinator

- Started youth programming in 12 rural indigenous villages reaching over 500 girls: created culturally relevant activities.
- Networked and trained local tribal leaders to make programming sustainable.
- Managed food distribution program, monitored and evaluated program impact.

Latino Economic Development Corporation: Washington D.C. Jan – May 2008

Interpreter

- Interpreted Spanish/English public hearings: presented to groups of over 50 people.

Connecticut Congressional Representative John Larson: Washington D.C. Jan – May 2006

Public Affairs Internship

- Represented office at congressional briefings and summarized events in reports for staff.
- Collected constituent inquiries, processed mail and drafted correspondence.

EDUCATION

American University: B.A: International Relations specialization: International Development Washington DC 2009

American University: Certificate of Spanish Translation 2009

Universidad Torcuato di Tella: Foreign Policy & Emerging Market Study Abroad Buenos Aires, Argentina 2006-2007

SPECIALIZED SKILLS

Technical: Microsoft Office & Outlook, QuickBooks, Photoshop, HTML coding, SPSS, BAM database, Lexus Nexus.

Languages: Fluent in Spanish, conversational in Arabic and Portuguese.