

# MINAHIL AMIN

## EDUCATION

Charlottesville, VA | 2013-15

**Frank Batten School of Leadership and Public Policy**

Master in Public Policy

GPA: 3.7

Charlottesville, VA | 2011-14

**University of Virginia**

Bachelors of Arts:  
Economics  
Foreign Affairs

GPA: 3.6

Istanbul, Turkey | Spring 2013

**Boğaziçi University**

Fields of study:  
Turkish Economics  
Turkish Politics

Study abroad

## WORK EXPERIENCE

### Internships

Rosslyn, VA | Summer 2014

**Ashoka**

*Overview:* At the [Changemakers](#) department, I worked on a collaborative project with [Feedback Labs](#) to build a responsive online [toolkit](#) for development organizations to design and implement feedback loops in their work with the goal of improving beneficiary outcomes.

*Specifics:* Conducted extensive research on design, content, user journey, and outreach strategy in order to build a highly-usable and dynamic knowledge resource; created wireframes for the website; interviewed development practitioners and wrote case studies on their use of feedback loops in development work; populated toolkit database with tools and case studies

*Skills:* Knowledge management, user experience, web design, case study writing

Washington DC | Summer 2012

**Grameen**

*Overview:* In the IT department, I worked on supporting the operations of Grameen HQ and familiarized myself with the internal workings of a large microfinance organization.

*Specifics:* Trained 100 staff members in use of new tools (Box, Salesforce), created PowerPoint, Word, and Brainshark tutorials for new tools, organized campaign for promoting cloud integration via Box, created and maintained website for IT department to organize Grameen's tools and procedures

*Skills:* Organizational training, knowledge management, video tutorial production, website development, Salesforce management

Lahore, Pakistan | Winter 2011

**Kashf**

*Overview:* Kashf is committed to creating a gender-equitable and poverty-free society through microfinance. I worked in their Operations and Gender Equality and Social Advocacy [departments](#) to gain exposure to microfinance groundwork.

*Specifics:* Interviewed twenty clients of microfinance loans; wrote a qualitative assessment of the impact of microfinance on the lives of clients to examine effectiveness of services provided by Kashf

*Skills:* Interviewing and facilitating focus groups on sensitive subjects, qualitative impact evaluation

### University jobs

University of Virginia | 2013-15

**Center for Social Entrepreneurship**  
Graduate Assistant

*Overview:* The Center for Social Entrepreneurship facilitates opportunities for students to work on pressing social and environmental challenges. My role covered operations, publicity, and program development.

*Specifics:* Scoped out social entrepreneurship opportunities with local and global partners, planned series of 10+ social entrepreneurship speakers and workshops, mobilized Uva students to attend events and participate in workshops and competitions via newsletters, meetings, and events, worked on student board to co-jointly work towards creating impact on campus and globally, drafted annual progress reports

*Skills:* Publicity, business development, community needs assessment, event management, organizational strategy, web design, graphic design

University of Virginia | 2013-15

**Center for Global Health**  
Communications Associate

*Overview:* The UVA CGH is committed to alleviating poverty in all its dimensions, especially health. The communications team focused on designing and promoting the Center's opportunities for students and the local community.

*Specifics:* coordinated with four other associates in team-based triage publicity approach for events, designed and built multiple websites each year for various programs, drafted and implemented strategic plans to maximize communication's team impact, gathered student feedback to make Center's Scholar Program more responsive, conducted web analytics to create annual impact assessments

*Skills:* Publicity, community needs assessment, communication strategy, impact evaluation, web design

## FURTHER EXPERIENCE

### Policy work

Spring 2015

**Gender in Water Programs in Rural Rwanda**  
Client: [Global Grassroots](#) [for [The Coca-Cola Foundation](#)]

I co-conducted a policy analysis on the exclusion of women and girls from decision-making processes in water projects in rural Rwanda and the related problems of misinformed interventions and misallocated donor resources. My partner and I summarized the precedence for gender mainstreaming and integrated water resource management (both of which advocate women's pivotal role in water management) and surveyed the landscape of aid donors focusing on water in East Africa. With constant iterations based on our research and feedback from our client, we developed three detailed options focused on coalition-building, evidence-building, and extending the status quo. We evaluated these options against criteria based on our client's priorities and provided a thorough explanation of the evaluation. Finally we provided our client with a recommendation and a database of resources to galvanize the implementation of the recommendation.

Spring 2014

**Improving Literacy in Zambia**  
Client: [Chemonics International](#) [for [The Zambian Ministry of Education](#)]

I worked in a four-person team to identify both the root causes behind the low literacy rate in Zambia and the implementation challenges of an English language teaching policy the Zambian government had recently passed. Our team researched evidence-based best practices for literacy improvement, developed criteria to assess potential solutions (cost-effectiveness, community support, sustainability), and designed four policy alternatives, complete with implementation plans, to improve literacy and overall quality of education in Zambia. After evaluating these alternatives against the criteria and making the trade-offs of each alternative clear, we provided Chemonics with a recommendation. The analysis involved extensive research – understanding the Zambian context and work in literacy improvement – through expert interviews and literature reviews. Our cost-effectiveness analysis involved calculating the costs of the various components of each policy alternative and comparing those to the projected improvements in literacy.

### Miscellaneous

Fall 2013 - Fall 2014

**Tandem Innovation Consulting**  
Founder | Director

I founded and led [Tandem Innovation Consulting](#), a group of 16 masters-level students from the various graduates programs at UVA that provided pro-bono innovation consulting services to local community organizations. Tandem specialized in using [design thinking](#) methodology - specifically the concepts of [user-centeredness](#), rapid prototyping and iterating based on feedback, and interdisciplinary perspectives. The client work ranged from projects like working with the city government to understand childcare as a barrier to workforce development, to developing a program for more effective community integration for a local aging and assisted living organization. My role was multifaceted - project scoping, managing client relations, designing training for and managing the internal Tandem teams, handling all major business development initiatives, and coding the website.

Spring 2011 - Spring 2014

**Wilson Journal of International Affairs**  
Editor | Executive Board

The [Wilson Journal](#) of International Affairs is the University of Virginia's preeminent publication for undergraduate research in international relations. I worked in each stage of the biannual publication cycle - selecting, editing, and publishing undergraduate research papers. This position involved understanding and applying rigorous criterion for theoretically sound, evidence-based, stylistically-polished research and allowed me to sharpen my editing and writing skills. I was promoted to the Executive Board in 2013.

## SKILLS

Strengths

Research design  
Statistical analysis  
Writing | Editing  
Data visualization  
Web design  
Human-centered design  
Group facilitation

Courses

Research methods and data analysis  
Policy analysis  
International trade  
International finance  
Economic development  
Economics of public policy  
Intro to systems engineering  
Facilitation skills  
Data visualization

Programs

Stata  
HTML  
CSS  
Adobe Creative Suite  
UXPin  
Salesforce  
Smartsheet

Languages

Urdu (fluent)  
French (intermediate)