Narjes Mathlouthi

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EDUCATION

Master of Environmental Science and Management, 3.84 GPA (Expected June 2023)
Coastal Marine Resources Management & Energy and Climate Specializations
Bren School of Environmental Science & Management – University of California, Santa Barbara (UCSB)
 Employment: Teaching Assistant – Department of Economics (10/21–Present)
 Master's Group Project: Data Manager, Assessing sustainability pathways for Fiji Albacore Tuna.,
 Client: Conservation Int'l (4/22–Present)
Bachelor of Science in Environmental Economics & Policy, 3.8 GPA (December 2016)
University of California Berkeley (UC Berkeley), Berkeley, CA
 Leadership/Involvement: Berkeley Environmental Economics & Policy (BEEP) Group

MASTER'S DATA ANALYSIS, MODELING, & STATISTICS COURSEWORK & PROJECTS

SQL Database Creation | Management of Scientific Data Course: Creating a SQL database to manage scientific data (3/22–Present)
Machine Learning | Probability Statistics – Machine Learning Course: Using Global Fishing Watch AIS training data to detect fishing events along Fiji coastline and high seas. May 2022 (3/22–Present)
Shiny App Creation in R | Advanced Data Analysis Course: Developed an interactive Shiny App with a customized CSS using R (1/22–3/22)

EXPERIENCE

Grants Officer | Grants Coordinator – **Global Fund for Women**, San Francisco, CA (8/18–11/20 | 11/20–10/21)

 Grants Officer (11/20–10/21)
- Oversaw 350+ grants pre- and post-award; managed cross-thematic international portfolios totaling over $5 Million dollars
- Developed best practices for data procurement, management, processing, handling, and safeguarding
- Improved and implemented tools, reports, and procedures to optimize grantmaking planning processes
- Oversaw contracts and payment processing and assured contract and grant compliance

 Grants Coordinator (8/18–11/20)
- Developed, launched, and managed grantmaking Salesforce dashboards and reports for all team functions on both management and individual levels to provide insights on funding and guide proposal
- Maintained data quality by identifying and deleting duplicate records, and updating inaccurate data
- Communicated with donors, program, and fundraising teams to achieve grantmaking strategies
- Supervised and trained 4 outside consultants, monitored project administration, invoices, reporting

Marketing Analyst Volunteer – Women4Good, San Francisco, CA (6/21–8/21)

● Increased IGNITE National's Instagram growth from 2.5% daily engagement to 5% via A/B testing
● Conducted a historical analysis of IGNITE's Instagram account using python and provided recommendations to the communications team for their marketing campaign to promote IGNITE's fellowship program

Data Defender Volunteer – Museum of African Diaspora (MoAD), San Francisco, CA (7/20–6/21)

● Maintained museum database; by ensuring accurate data entry of membership details
● Protected donor and user information; collected and designed surveys to reach out to inactive users

SKILLS & CERTIFICATIONS

Data Analysis & Programming: Python, R, GIS, bash, JavaScript, C, HTML, CSS, SQL, Salesforce CRM
Communication Tools: WordPress, Microsoft Word, Excel and PowerPoint, Zoom, Box, Google Suite
Coding Certifications: Python Data Structure (7/19), Salesforce Intro to Coding Parts I and II (9/21–1/22)
Languages: French, Arabic