

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 for UN Food and Agriculture Organization, Fijian Govt., & Walmart Foundation; 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 data for use in my masters' group project (3/22–Present)

Sentiment Analysis | Probability Statistics – Machine Learning Course: Will conduct a sentiment analysis of Twitter data to assess users' response to climate related tweets in May 2022 (3/22–Present)

Shiny App Creation in R | Advanced Data Analysis Course: Developed an interactive Shiny App using R to highlight household energy use vs. health effects from cooking activities (1/22–3/22)

DATA ANALYSIS, MANAGEMENT, & REPORTING EXPERIENCE

Marketing Analyst – 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
- Co-designed and launched a marketing campaign to promote IGNITE's fellowship program

Data Defender – 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

Grants Coordinator | Grants Officer – Global Fund for Women, San Francisco, CA (8/18–11/20 | 11/20–5/21)

Grants Officer (11/20–5/21)

- 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

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