

# Narjes Mathlouthi

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## EDUCATION

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**Master of Environmental Science and Management** (Expected June 2023)

**Water Resources Management & Energy and Climate Specializations**

**Bren School of Environmental Science & Management – University of California, Santa Barbara (UCSB)**

**Bachelor of Science Environmental Economics & Policy**, 3.8 GPA (December 2016)

**University of California Berkeley (UC Berkeley)**, Berkeley, CA

Leadership/Involvement: Berkeley Environmental Economics & Policy Group

## EXPERIENCE

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**Women4Good**, San Francisco CA

**Marketing Analyst** (6/21–8/21)

- Increased IGNITE National's Instagram growth from 2.5% daily engagement to 5%
- Conducted a historical analysis and provided recommendations to IGNITE's team
- Co-designed and launched a campaign

**Museum of African Diaspora (MoAD)**, San Francisco, CA

**Data Defender** (07/20 – 06/21)

- Maintained museum database; cleaned and updated inaccurate data weekly
- Protected donors/user's information and collected and designed surveys

**Global Fund for Women**, San Francisco, CA (08/18–05/21)

**Grants Officer** (11/20 – 15/21)

- Manage 350+ grants pre-post award
- Review procurement and safeguarding policies
- Oversee contracts, payment processing & assure contract and grant compliance
- Communicate with donors, program & fundraising team to achieve grantmaking strategies
- Refine, improve and implement tools, reports and procedures to optimize grantmaking planning processes
- Develop, launch and manage in-depth dashboards and reports for all team functions on both management and individual levels
- Maintain data quality by identifying and deleting duplicate records, cleansing and updating inaccurate data
- Supervise, and train 4 outside consultants, monitor project administration, invoices, reporting

**Grants Coordinator** (08/18 – 11/20)

- Assist grants manager with grantmaking processes, contract review & payments
- Coordinate grant agreements, & amendments
- Support grantee partners & communicate with advisors to meet internal teams' requests
- Provide Salesforce user support to partners, consultants and employees
- Update website and informational database with necessary information or important announcements
- Translate material in French & English

## ADDITIONAL EXPERIENCE

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**Teaching Assistant – Department of Economics, UCSB**, Santa Barbara, Goleta, CA (10/21–Present)

- Teach Introduction to Economics' sections twice per week for a total of 56 students
- Prepare, update and organize section material
- Grade students' homework and provide feedback

## SKILLS & CERTIFICATIONS

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**Data Analysis & Programming**: Python, R, JavaScript, C, HTML, CSS, SQL, APEX, Salesforce CRM

**Communication Tools**: WordPress, Microsoft Word and PowerPoint, Zoom, Box, Google Suite

**Languages**: French, Arabic

**Certifications**: Python Data Structure, RAD Women Intro to Coding PART I & II