

Sample Resume - Two Page

Daniela Diploma

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PROFILE

Masters in Public Administration candidate with six years of work experience in the non-profit and philanthropic sectors with professional interests in organizational management, development and change. Creative and adaptable leader with strong planning and facilitation skills.

EDUCATION

Masters in Public Administration July 2016
Maxwell School of Citizenship & Public Affairs, Syracuse University
Relevant Coursework: Governance & Global Civil Society, Economics for the Public Sector, Statistics & Quantitative Analysis, Management of Public Organizations, Project Management, Development Finance

Bachelor of Arts in Communication May 2009
University of Maryland, College Park

SKILLS

Coordination and Facilitation: Strong meeting planning and facilitation skills; experience with event management and staff development activities

Language: Bilingual and bicultural in Spanish and English, with experience in translation both written and simultaneous interpretation; knowledge of basic Portuguese.

Software and Computer: Experience with statistical programs SPSS & STATA; knowledgeable in Graphic Design Tools (Adobe Photoshop, InDesign, Illustrator); Familiar with HTML, online fundraising programs like BlackBaud; knowledgeable in data management programs like Salesforce

PROFESSIONAL EXPERIENCE

Open Society Foundations, Latin America Program (LAP)

International philanthropic organization and network of programs that work to build vibrant and tolerant societies whose governments are accountable and open to the participation of all people.

Program Coordinator

March 2013– June 2015

- Supported the development of the program's internal systems and procedures, as well as monitoring and evaluation processes for the improvement the team's effectiveness
- Implemented and co-designed new grant-making practices and tools for the Latin America Program to lessen the administrative burden and to have better substantive discussions on the health of the organizations, as well as discussions on the and impact of the Program's funds
- Organized the design and implementation of a new monitoring and evaluation system of the Latin America Program team for evaluating individual grant as well as the impact of a portfolio of grants
- Contributed to an organization-wide pilot program to design and implement new grant making practices and structures
- Supported the strategy development process within the LAP for the past two years; effectively developed graphics for portraying programmatic information for the revision of the program's strategy, and layout of the final document
- Led and initiated the design of a new system to gather information for the Program's budget planning for 2013 and 2014
- Coordinated the Program's annual retreat and facilitated a session on team culture in anticipation of a leadership transition
- Functioned as communication agent and built relationships internally for the team and within the organization with service units, as well liaising externally with grantees and board members around event coordination or document development

Program Associate**July 2011 – March 2013**

- Provided administrative support the Regional Director on programmatic procedures, budget tracking and managed the program's consultancies and contract development for ongoing and new projects
- Successfully coordinated the logistics of a meeting held in Peru with 10 key partner organizations in Latin America that focused on capacity building and organizational effectiveness, that led to significant modifications for the program's strategy
- Developed successful working relationships with staff of service units, as well thematic and regional programs within the large Open Society Foundations network of programs, for better coordination and collaboration across programs
- Identified opportunities for improvements in the program's budget tracking practices for grants and financial oversight
- Met deadlines ahead of schedule during the strategy and budget development, while ensuring team productivity

Amnesty International USA*International non-governmental organization that works for the protection of human rights worldwide***Individuals at Risk Campaign Assistant****February 2010 -July 2011**

- Supported a campaign team of six staff members in the coordination of content production, development of advocacy tools, member organizing efforts, and overall organization and systematization of general administrative tasks
- Managed the operation and daily functions of the Urgent Action Network (a rapid response program active since 1975, responsive to urgent human rights abuses all around the world)
- Coordinated the annual nation-wide letter-writing event implemented by the campaign
- Co-supervised and managed the work of four interns per semester, conducting trainings and productively delegating tasks, while identifying the most effective way to utilize the interns' strengths

New Media Assistant**August 2009 - February 2010**

- Supported digital team in the development of effective communication strategies within the New Media department
- Led the continuation of the organization's Spanish blog after staff lay-offs, while using social networking sites for the advancement of online advocacy in Spanish for the organization, resulting in a 20% increase in content and a 15% increase in readership
- Contributed to content development and assisted Web team in developing areas within the Spanish section of the Amnesty International USA Website in efforts to reach the Latino Community in the US

COMMUNITY LEADERSHIP & SERVICE**Transnational NGO Initiative, Maxwell School of Citizenship and Public Affairs, Syracuse University****September 2015 – Present**

- Support communication and outreach to NGO members, alumni and scholars; and provide research support for the redesign of the evaluation process for the Transnational NGO Initiative's Leadership Institute for NGO leaders and executives.

Capital Area Immigrants' Rights (CAIR) Coalition - Washington D.C.**July – August 2011**

- Aided CAIR Coalition staff with jail and detention center visits, providing translation and interpretation services.

Amnesty International USA - Washington D.C., Human Rights Education Service Corps**September 2009 – May 2010**

- Taught a course on human rights in public schools in low-income neighborhoods in Washington D.C.

Hispanic Committee of Virginia – Falls Church, VA, Educational Department**June - August 2007**

- Taught at the committee's summer camps focused on gang prevention for at-risk youth, as well as helped coordinate afterschool tutoring and mentoring programs for teaching English as a second language