

# Luisa B.

## SUMMARY

- Passion for, and experience with, international advocacy on behalf of victims of conflict.
- Background and experience working with government agencies, non-governmental organizations, and grassroots advocacy efforts.
- Excellent communication and interpersonal skills. Ability to work effectively with diverse individuals and groups, incorporating wide range of communication forms and media as appropriate for purpose, context, and audience.
- Extensive cross-cultural experience, including 10 years living overseas. Currently working with clients and staff from the Middle East, Southeast Asia, Eastern Europe, and East Africa.

## PROFESSIONAL EXPERIENCE

### International NGO

Date

#### *Program Coordinator*

- Deliver presentations for training meetings, conferences, schools, and community groups.
- Organize and implement large-scale events, including conferences, advocacy drives, and fundraisers (proceeds in excess of \$180,000).
- Manage 7 volunteer programs and over 500 participants with recruitment, training, material development, and federal reporting. Increased involvement by 50% in the first year.
- Increase organizational efficiency by initiating and leading key programs, including “welcome team” (volunteer-staffed program serving approximately 450 refugees per year) and office internship program.
- Maintain high quality of work with minimal guidance in fast-paced, multi-cultural work environment, where flexibility, organization, and multi-tasking are crucial.

#### *Volunteer and Advocacy Coordination Intern*

- Designed and implemented advocacy strategies for the Director of Advocacy at World Relief headquarters.
- Researched and wrote newsletter articles and created various publicity materials.
- Processed volunteer applications and supported World Relief volunteers.

### Non-Profit Organization

Date

#### *Administrative and Conference Assistant*

- Assisted Senior National Church Outreach Associate, providing administrative and organizational support as needed and assigned.
- Provided logistical support for a national conference of approximately 800 attendees.

### College

Date

#### *Research Assistant, Department of International Relations*

- Researched and reviewed professor’s journal articles on property rights and gender in Africa.

#### *Committee Chair / Event Director, Student Advocacy Organization*

- Envisioned, coordinated, and directed campus- and community-wide advocacy and fundraising event.

- Presented and advocated for program, working with college faculty and administration, government and business leaders, student committees, and volunteers to secure approval, funding, and collaborative execution of project.

#### **Government Agency**

Date

*Administrative Assistant*

- Provided assistance to supervisors at government agency.

### **ADVOCACY AND RESEARCH EXPERIENCE**

**Participant** – Refugee Advocacy Conference Calls

Date

**Writer/Contributor** – Prepared discussion questions for political science book.

**Presenter** – National Conference

Date

**Advocacy and Community Relations Coordinator** – Student Organization

Date

- Designed and implemented college-wide advocacy drives around HIV/AIDS policy, Millennium Development Goals, and refugee issues.

### **EDUCATION**

**College**

Date

*Bachelor of Art*

- Dean's List

### **SKILLS**

- Software: Proficient in Word, Excel, PowerPoint, Publisher, Adobe Lightroom, NetCommunity
- Languages: French (intermediate – 5 years formal study), Japanese (elementary – 1 year formal study)