

**ANGELA XXXXXXX**

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## **Project Coordinator ~ Project Management ~ Program/Staff Assistant**

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**12+ year's rich experience** in developing and coordinating complex international projects in a challenging environment. Proven expertise in logistics Management and developing complex projects to fruition. Demonstrated experience in project implementation and monitoring, institutional development, Capacity Building, preparation of training modules and process documentation. Deft in the entire spectrum of activities involved in Communication, Reporting, News Coordination and Story Writing. Proven expertise in organizing different meeting, making agenda, preparing minutes and monitoring follow up activities. Core strengths in networking with different stakeholders like businesses, community, NGOs and government organizations/agencies. Key competencies in designing and implementing systems/procedures with proven ability to achieve financial discipline and enhance the overall efficiency of the organization. Proven man-management, time management, leadership, communication skills; with rich knowledge of English, Russian and German languages; computer literate.

### **PROFESSIONAL VALUE OFFERED**

Project Implementation	Capacity Building	Project Management	Public Relations/Liaisoning
Training & Development	Administration/H.R.	Contracts/Grants	Resource Management
Facilities Management/MIS	Office Management	Teaching/Learning	Curriculum Development
Cross Functional Coordination	Program Evaluation	Media Relations	Reporting/Documentation

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### **PERFORMANCE MILESTONES**

- Won CRDF 'Special Achievement Awards' 2007 and 2008 in recognition and appreciation of an outstanding service.
  - Played pivotal role in implementation of nonproliferation programs of the Cooperative Threat Reduction office to promote international scientific and technical collaboration worldwide by providing grants, technical resources, and training.
  - Recognised as 'Single Point Of Contact (SPOC)' for all overseas project managers.
  - Established collaboration with the new business partners; monitored proposal solicitation and proposal review process and matched the grant competition winners with the U.S. collaborators.
  - Guided & mentored the team in providing logistical support with tickets, hotel, transportation, registration, interpretation services, and visa support for the US scientists/consultants traveling overseas.
  - Gained invaluable experience in formal and informal report and memo writing and editing.
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### **CAREER PROGRESSION**

**Program Assistant**, U.S. Civilian Research and Development Foundation (CDRF), 2004 to 2010

- Accountable for managing research and development projects.
- Judiciously reviewed monthly project progress reports and scientific studies and also evaluated the deliverables and released monthly payments.
- Structured monthly project inputs to include in the program reports and successfully communicated with the overseas counterparts to ensure successful management of projects.
- Entrusted with the onus of managing grant competition project with Indonesian scientists.

- Developed success stories for postings on the company's web site while managing web site development projects for several programs.
- Represented in various conference and training arrangements for the scientists from different countries.
- Pioneer in comprehending and assimilation of contractual obligations, rights, and scope of work. Engineered preparation of MOU's, Legal Drafting and other contractual documents.
- Closely monitored the media for developments related to the regions and prepared daily summaries.
- Structured annual operational budget for various projects, monitored expenditures and implemented control measures to contain expenses within defined limits.
- Associated closely in recruiting, mobilizing/demobilizing short-term consultants and long-term project staff.
- Proactively contributed in the preparation of presentation materials using appropriate technology/software.
- Drove the initiative to maintain files (both paper and electronic) and databases for work unit.
- Instrumental in project start-up and close-down activities and technical research for proposals or projects.
- Distinction of managing external stakeholders – Clients, Clients' employees, Donors, Volunteers, Banks, Government bodies and others.
- Implemented the concept of MIS reporting to update the Management on regular basis.
- Handled management of facilities/infrastructure to ensure cost effective workability.
- Devised effective strategies on HR, Volunteer management, Administration, SOP, controls and Strategic Plan implementation etc.
- Closely monitored micro level Organizations in Project Preparation & Community empowerment Plans.
- Monitored, provided guidance and prepared Evaluation tools to carry out at different levels of project implementation to patch up as well as to capacitate the manpower involved in project.
- Judiciously reviewed internal control procedures for operational systems, identifying weakness and recommended improvement. Setting up and migrating accounts to computerized environment.
- Organized various training sessions for the team to enhance their performance.
- Developed and implemented policies and procedures over financial transactions, resulting in standardized reports.
- Reviewed existing systems & procedures and designed internal controls/quality audit checks for various operational areas for achieving higher operational efficiency, resource rationalization and cost reduction.

**English as a Second Language (ESOL) Teacher**, Hayfield Secondary School/Bryant Alternative High School, 2000 to 2003

- Accomplished responsibility for teaching content language and literature to beginner level English language students and also taught composition writing to intermediate level students.
- Developed and implemented effective performance-based assessment techniques.
- Actively involved in the development of various teaching methodologies and curriculum.

**Office Manager**, German Aerospace Center, 1998 to 2000

- Responsible for managing office administration to ensure successful running of the office.
- Successfully organized annual meetings for the German and American Space industry representatives.

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## EDUCATION

- Pursuing Masters in Business Administration, Carey Business School, Johns Hopkins University – Washington DC Center
  - Masters in Multilingual/Multicultural Education, Curriculum and Instruction, George Mason University – Fairfax, Virginia – 2004
  - Masters in German/English Language and Literature, Diploma Thesis: Methods of Teaching Foreign Languages, Odessa State University, Foreign Language Department, Odessa, Ukraine
  - Honors: Graduated cum laude
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**References and Verifying Documentation Furnished upon Request**