

EXPERIENCE

Maxine Goodman Levin College of Urban Affairs, Cleveland State University, Cleveland, OH

Manager of the Ruth Ratner Miller Center for Greater Cleveland's Future.

- Direct activities for research center including researching economic development issues, providing policy analysis, reviewing proposals, developing conferences, overseeing expenditures, and procuring funding.
- Represent the Center to funders, faculty and staff, private and nonprofit organizations, and government agencies to promote economic development in the region.

May 2002 - Present

Independent consultant, Cleveland, OH

Provided program evaluation, grant writing, database management, and applied research for variety of clients including USAID, American Bar Association, and Councilwoman Merle Gordon. August 2001 - April 2002

United States Agency for International Development (USAID)

Bureau for Latin America and the Caribbean (LAC), Washington, DC

Program Officer for Democracy and Human Rights. Provided leadership for accountability and transparency programming in USAID/LAC.

- Managed \$8 million contract for regional America's Accountability/Anti-Corruption Project (AAA).
- Managed portfolio of small grants to promote citizen participation and oversight of government institutions.
- Provided strategic and planning assistance to USAID field missions to design and evaluate anti-corruption projects (Colombia, Ecuador, El Salvador, Honduras, Mexico and Paraguay).
- Built relationships with other US government agencies and international lending institutions (State Department, White House, World Bank, etc.) to coordinate accountability/transparency approaches.
- Presented USAID/LAC's anti-corruption "principles and programs" at international conference in Montreal, Canada (February 2000).
- Taught Accountability Training Module for democracy officers in the field.
- Compiled and edited USAID's international discussion paper, *Ensuring Transparency and Accountability in Hurricane Reconstruction and Transformation* (April 1999).

February 1999 – August 2001

USAID/Paraguay, Asunción, Paraguay

Democracy Fellow. Served as Program Officer for Elections and Civil Society.

- For national elections (May 1998), oversaw a national voter education and civic participation campaign run by Paraguayan non-profit organizations and community groups; provided political analysis of unstable electoral situation to U.S. Embassy; served as a liaison and assessed technical assistance requirements of the Electoral Commission; and coordinated international observers.
- Developed new strategy for the Mission to introduce anti-corruption initiatives throughout democracy portfolio and designed materials for an educational workshop on corruption.

October 1997 - January 1999

Inter-American Dialogue, Washington, DC

Program Associate. Coordinated projects on democracy and governance, women's leadership, and multilateral institutions in the Americas.

- Planned and managed international conferences, meetings and multi-author book projects.
- Wrote successful funding proposals and progress reports for grants, and maintained projects' budgets.
- Wrote, edited and published newsletter articles, rapporteurs' reports, and policy briefings.

June 1996 - September 1997

Organization of American States, Nueva Segovia, Nicaragua

Electoral Observer. Monitored pre-electoral conditions, actual voting process, and post-electoral vote tabulations in northwest mountain region of Nicaragua. October 1996

Institute of Latin American and Iberian Studies, Columbia University, New York, NY

Departmental Research Assistant. Selected to manage Institute's academic and cultural programs. Supervised seven program assistants. Included full scholarship. *Program Assistant.* Aided visiting Argentine professor. September 1994 - May 1996

Carnegie Endowment for International Peace, Washington, DC

Junior Fellow. Updated and copy-edited book, *Nuclear Thresholds*. Monitored press and Congress for Nuclear Non-Proliferation Project. Maintained international computer network. June - December 1992

EDUCATION

Columbia University, School of International and Public Affairs, New York, New York

Master of International Affairs, May 1996

CONCENTRATION: Economic and Political Development

HONORS: Dean's Fellowship, 1994-95; Full Academic Fellowship, 1995-96

INTERNSHIPS: *Alianza Cívica*, Mexico City, Mexico (June - August 1995); United Nations Development Fund for Women (UNIFEM), New York, NY (January - May 1995)

U.S. Fulbright Scholar Exchange Program, Santiago, Chile

Fulbright Scholar. Researched student political participation since the transition to democracy. Conducted extensive interviews with student leaders at the University of Chile and campaign workers in the 1993 national elections. Volunteered with civic education group, Participa. (September 1993 - August 1994)

Yale University, New Haven, CT

Bachelor of Arts in Latin American Studies, May 1992

HONORS: *Phi Beta Kappa*; *Magna Cum Laude*; National Merit Scholarship, 1988

Study abroad in Buenos Aires, Argentina, (July - December 1990)

SENIOR THESIS: Argentina's military and human rights policy from 1982-1989. Field research supported by 2 summer grants. Nominated for Yale University writing prize

PUBLICATIONS

- *Ensuring Transparency and Accountability in Hurricane Reconstruction and Transformation.* USAID Discussion Paper for the Consultative Group for the Reconstruction and Transformation of Central America (May 1999, Washington, DC). (Editor).
- *The Inter-American Agenda and Multilateral Governance: The Organization of American States.* A Report of the Inter-American Dialogue Study Group in Western Hemisphere Governance (April 1997, Washington, DC). (Rapporteur).
- *The Challenge of Haiti's Future.* Report on conference sponsored by the U.S. Army War College, Georgetown University, and the Inter-American Dialogue (August 22, 1997). (Co-editor).

SKILLS

- Fluent Spanish.
- Completed training on Participatory Deliberation Methodologies, Participatory Planning and Facilitation Skills.
- Word processing, spreadsheet and database applications, desktop publishing, PowerPoint presentations.
- Designed and taught citizenship class in English and Spanish to immigrants in DC area.
- Taught English as a Second Language (Buenos Aires, Argentina; Phila., PA; New Haven, CT).