



MARIA RODRIGUES

Policy stream: Public and Economic Policy

Nationality: Portuguese/American

Contact: maria.e.c.rodrigues@gmail.com

Education:

9/2005 – 5/2009

Drew University (New Jersey, USA)

Bachelor of Arts in Economics and French
(with a minor in Anthropology)

Languages:

English – Native speaker

Portuguese – Native speaker

French – Advanced

Spanish – Advanced

IT Skills:

Stata – Beginner

Salesforce – Advanced

Microsoft Office – Advanced

Key academic interests:

Inequality and Poverty Reduction

Public Economics

Social Policy and Welfare Systems

Macroeconomic Policy

Policy Analysis and Data

Key extra-curricular interests:

Reading

Film and theatre

Volunteering

Travelling

Work Experience:

4/2015 – Present

United Nations Development Programme (UNDP)

Web Portal Support, Biodiversity and Ecosystem Services Network (BES-Net)

London, United Kingdom

- Assisted with the development of the BES-Net web portal, a capacity building UNDP initiative connecting policy makers, scientists, and practitioners for the effective management of biodiversity and ecosystems worldwide
- Day-to-day management of web portal: manage users and content, moderate forums and other networking tools, etc.
- Facilitate coherent communication among stakeholders (eg, UNDP staff, Intergovernmental Platform on Biodiversity and Ecosystem Services staff, etc.) and with web developers .

6/2010 – 8/2014

Family Promise

Affiliate Projects Associate

Summit, New Jersey, USA

- Managed custom database for Affiliates: provided setup and implementation, data importing, training (onsite and/or remote), ongoing support and customisations for users across the country (over 60 Affiliates), created user's guide and maintained online library of reference materials, upgraded system based on user feedback

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- Oversaw Family Mentoring Program: completed evaluation of Affiliate programs and revamped mentor training curriculum, created a manual and other written materials to support program implementation; trained directors of local programs and provided ongoing support, facilitated workshops and roundtables at national conference
 - Published Community Initiatives Directory: surveyed 180 Affiliates on programs and collaborative initiatives, compiled findings into searchable directory, facilitated webinar and provided guidance on best practices.

2/2009 – 5/2009

Wind of the Spirit Immigrant Resource Center

Intern

Morristown, New Jersey, USA

- Assisted in researching and crafting a policy proposal concerning sustainability and social justice in Morristown
- Assisted in writing and translating (English/ Spanish) a grant proposal and annual report, as well as updating the organisation's operations manual
- Administrative duties: making calls, sending emails, translating correspondence and other documents, typing and editing documents, crafting brochures, attending a conference/ workshops and submitting reports, etc.