



PAMELA JIMÉNEZ CÁRDENAS

Dual degree: MPA with Hertie School of Governance

Nationality: Mexican

Contact: pamelajimenezcardenas@post.harvard.edu

Education:

8/2009 – 5/2013

Harvard University
BA Government

Languages:

English – Native speaker

Spanish – Native speaker

Portuguese – Advanced

French – Intermediate

German – Intermediate

IT skills:

Microsoft Office – Advanced

Academic interests:

International development

Humanitarian aid

Human rights

Conflict and post-conflict regions

Gender

Key extra-curricular interests:

Traveling

Languages

Cooking

Photography

Exploring

Work experience:

4/2016 – 8/2016

Transparency International
Resource Development Intern; Research Team Assistant
Berlin, Germany

- Assisted in creation of Business Accountability Group as part of strategy for diversification of donor portfolio, conducted due diligence
- Provided Chapter support
- Organized final summit conference for Global Accountability Group

1/2015 – 6/2015

Global Fund for Women
Program Officer, Latin America and the Caribbean
San Francisco, USA

- Supported key program functions including grantee services, application review and selection, and grant management.
- Provided capacity building support to grantee partners.
- Assisted in development of regional strategy.

3/2014 – 8/2014

Council for Homeless Persons
Consultant
Melbourne, Australia

- Charged with overhauling organization's membership: analyzed former system, conducted market analysis and environmental scan of sector stakeholders, proposed new membership system and developed strategy for implementation approach.

10/2009 – 5/2013

Harvard Square Homeless Shelter
Cambridge, USA

Director of the Street Outreach Team

- Coordinated Outreach initiative: organized trainings and programming, oversaw program functions, and supervised 24 volunteers.
- At the Shelter: oversaw 12 volunteers on weekly shifts and ensured safety and comfort of 28 guests

6/2012 – 8/2012

Associação Vaga Lume
Institutional Development Intern
São Paulo, Brazil

- Developed new human rights education program for 162 indigenous community libraries in Amazon with focus on dissemination to women and children
- Help manage donor relations
- Selected as delegate to UN Conference on Sustainable Development

1/2011 – 5/2012

Harvard Law Human Rights Program
Project Management Assistant
Cambridge, USA

- Prepared course materials
- Assisted with international clinical student projects
- Transcribed and translated documents to support legal proceedings in Latin America

1/2012

MIT D-lab
Needs Assessment Project Volunteer
Embu das Artes, Brazil

- Worked with community stakeholders to address concerns for safety of girls attending school
- Conducted field interviews to discern receptiveness to new lighting methods, and coordinated technology demonstrations

6/2011 – 8/2011

Spark International Summer School
Program Coordinator
Tbilisi, Georgia

- Designed leadership curriculum with Kennedy School faculty
 - Created budget, fundraised \$10,000, and managed sponsor relations
 - Led recruitment
- Organized 10-day program for 90 staff and participants from 8 countries

6/2010 – 8/2010

Aurum Institute
Monitoring and Evaluation Intern
Johannesburg, South Africa

- Spearheaded evaluative project on HIV-positive clients seeking treatment after diagnosis
- Trained as HIV Counselor/Tester and assisted in screening vulnerable groups