

## Staff Associate

# ROBERT SMITH

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## Objective

International Development and Policy professional seeking employment opportunities in Monitoring and Evaluation, Research, and Grant Writing, utilizing Spanish, Portuguese, French and/or Mandarin, and Limited Travel. Expertise in Latin America and Caribbean Region, Democracy & Governance, Human Rights, Health Disparities, Quantitative & Qualitative Analysis, Afro-descendants, Performance Management, Quality Improvement, Performance Evaluation (or Program Evaluation), and Monitoring and Evaluation (M&E).

## Skills

Computer Access, Microsoft, Data Processing.

## Work Experience

### Staff Associate

**ABC Corporation** - February 2007 - August 2008

- Researched and wrote policy analysis papers for Members of Congress on international development.
- Strategized development policy implementation in meetings with USAID, non-government and multi-national agencies, and foreign governments in Washington and abroad.
- Conducted meetings in English, Spanish or Portuguese.
- Monitored budget funds allocation and program implementation of international development policy in Latin America and the Western Hemisphere.
- Managed logistics for official meetings, public hearings and international travel for Members of Congress.
- Travelled to meet with business, labor and government leaders.
- Supervised subcommittee intern program.

### Staff Associate

**Delta Corporation** - 2002 - 2007

- Managed phone calls and messages on an eight line phone system.
- Assisted in City of Chicago internal audit.
- Performed expenses vouching and resolved agency inquiries.
- Present Manage inventory control Provide department sales forecasting Train and provide guidance to new department staff Responsible for food safety .
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## Education

Master of Arts in Anthropology of Development and Social Transformation - 2008(UNIVERSITY OF SUSSEX - Brighton)