



**Mary Celis**  
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U.S. Citizen

**Position Applying For / Solicitation Number:** Disaster Operations Specialist (GS-11) / SOL-OFDA-12-000010

### **EMPLOYMENT HISTORY**

#### **Program Officer**

**01/2009 – Present**

**ABC International, Addis Ababa, Ethiopia**

40 hours/week

Supervisor: Jane Smith, 555-555-5555, [jsmith@org.org](mailto:jsmith@org.org), may not be contacted

Directed the financial and programmatic implementation of two food security programs valued at \$50 million. Oversaw agriculture, health, nutrition, disaster preparedness, and education activities for the high profile food security portfolio. Served as a core member of the Food Security Working Group, facilitating collaboration between USG Agency and INGO programs. Participated in strategic planning in country, ensuring consideration of humanitarian assistance and vulnerable groups. Managed security information and systems for the Horn of Africa program. Monitored situation in additional Horn of Africa countries.

#### **Program Associate**

**12/2006 – 12/2008**

**ABC International, Washington DC**

40 hours/week

Supervisor: Bill Williams, 555-555-5555, [bwilliams@org.org](mailto:bwilliams@org.org), may be contacted

Primary contact for organization's collaborative relief effort in Sudan. Liaised with finance, human resources, and marketing departments at headquarters office to ensure high level support of and communication about Sudan programs. Monitored field operations for compliance to grant standards. Represented ABC International in meetings with NGOs and donors. Assisted the development of standard operating policies and procedures. Long term TDY to field office in Sudan (03/08-05/08) to monitor current relief programming, as well as train new staff on operations and programming.

#### **International Agricultural Intern**

**06/2005 – 08/2005**

**U.S. Department of Agriculture, Dakar, Senegal**

30 hours/week

Supervisor: John Doe, 555-555-5555, [jdoe@org.org](mailto:jdoe@org.org), may be contacted

Clearance: Secret Clearance, April 2005

Conducted field assessments in northern Senegal to monitor and evaluate food program with the partner organization. Prepared fact sheets for food assistance and technical capacity building programs. Analyzed the work of regional organizations in West Africa and report how to better work with these organizations to meet long-term goals.

**U.S. Peace Corps Volunteer, Mali****04/2002 – 06/2004****Health Education Specialist, US Peace Corps**

40 hours/week

Supervisor: Jane Doe, 555-555-5555, [jadoc@org.org](mailto:jadoc@org.org), may be contacted

Conducted a participatory needs analysis through a combination of community meetings, individual interviews, and household baseline surveys; determined village priorities and collaboratively developed a two-year action plan. Facilitated the permanent establishment of a community-wide taxation and micro-lending program, which successfully generated approximately \$3240 and provided sustainable funding for grassroots development projects and local income generating activities. Developed and implemented a health education and sanitation school curriculum for approximately 50 first graders in a community village over a two month period. Coordinated the construction of a vaccination center at the local health center; ensured sustainability by randomly supervising locally organized vaccinations, baby weighings, and nutrition presentations.

**Development Intern****09/2001 – 03/2002****Community HIV/AIDS Project, Boston, Massachusetts**

20 hours/week

Supervisor: John Smith, 555-555-5555, [jsmith@org.org](mailto:jsmith@org.org), may be contacted

Organized the Mobilization Movement by arranging teleconferences, transcribing previous teleconferences, and promoting the week-long conference to active donors. Used Raiser's Edge to organize donor database.

**EDUCATION**

**Master of Arts, International Development**, American University, degree completed 2006

**Bachelor of Arts, Political Science**, University of Massachusetts, degree completed 2001

**TRAINING**

Perspectives on Conflict Prevention, U.S. Institute of Peace – September 2012

Gender in Humanitarian Action – "Different Needs - Equal Opportunities: Increasing Effectiveness of Humanitarian Action for Women, Girls, Boys and Men", IASC – February 2011

Grants Management Certification Course – July 2009

Project Design and Management – June 2003

Grant Writing workshop – December 2002

**SKILLS**

Computer: PC and Mac operating systems; MS Word, Excel, PowerPoint, Outlook, Access, Publisher; Sharepoint; SPSS

Languages: Fluent in English and French (speaking/writing/reading), Proficient in Spanish (speaking)