

## ***Emily B. Hanks***

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### **PROFESSIONAL EXPERIENCE:**

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- Team Monterey Monterey, CA  
*Jr. Consultant and Team Leader* May 2010 – present
- **Managed** a group of students during a 3 week Jr. Consultancy in **El Salvador**
  - **Recruited, hired, and delegated roles** for 20 student participants
- Impact Alliance Washington, DC  
*Internship for the Development Practicum at MIIS* May 2010 – Aug 2010
- **Researched** international development topics for the World Bank and USAID
  - **Wrote reports** for major agencies on **capacity development**
- Avon Walk for Breast Cancer Washington, DC  
*Recruitment Director / Fundraising Consultant* Feb 2008 – June 2009
- **Designed workshops** for over 3,000 participants interested in raising funds for breast cancer research
  - **Created partnerships** with local businesses to improve fundraising efforts
  - **Raised over \$ 5 million** in funds for breast cancer research through events
  - **Managed volunteer projects** and programs
  - **Supervised** medical professionals to ensure safety and disaster preparedness
- Peace Corps Lambayeque / Arequipa, Peru  
*Youth and Community Development Volunteer* Aug 2005-Sept 2007
- Educated the community via **participatory capacity building** and trainings
  - **Trained** thirty Peace Corps volunteers on **community development projects**
  - **Managed diverse projects** ranging from after school programs for kids and parents to environmental workshops for community leaders
  - **Facilitated community development** through partnerships with NGO's, community leaders, schools, and health centers
  - **Expanded** Peace Corps Youth Development Program into a new region

### **EDUCATION:**

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- Monterey Institute of International Studies, 2009* Monterey, CA  
Masters of Public Administration Candidate, Spanish Language Study, Merit Scholarship
- Middle Tennessee State University, 2004* Murfreesboro, TN  
BA, Foreign Languages/Business Administration minor Honors Student

### **SPECIALIZED SKILLS:**

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- *Languages:* Native English, Fluent Spanish (Verbal and Written), Basic French
- *Grant Writing:* Monterey Hostel Grant Writer, SPA Grant in Peace Corps
- *Computer Skills:* Cmap, Etherpad, Zoho, Wiki, Donor Management, and Gift Works, Microsoft Office, R Commander & Excel

### **LEADERSHIP ACTIVITIES:**

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- Walt Disney World **Business Internship and Customer Service Training** 2002
- **Development Project Management Institute** at Monterey Institute of International Studies, Acquired Project Management skills for strategic partnering, project planning, implementation and evaluation, specifically logical framework analysis, result-framework, evaluation scope of work and planning matrix.