

Maggie Barnard

231-286-2430 | MaggieHBarnard@gmail.com
Brooklyn, NY 11230 | linkedin.com/in/maggiiebarnard

RELEVANT EXPERIENCE

Country Specialist for Tanzania & Action Network Coordinator Oct. 2015 - Present
Amnesty International USA

- Build international, diplomatic partnerships with local governments and NGOs promoting human rights
- Facilitate collaboration of regional Country Specialists by creating synchronized policy action strategies

Development Operations Manager & Refugee Protection Associate April 2018 - Nov. 2018
Development Coordinator April 2017 - April 2018

Human Rights First, *New York, NY*

- Promoted to Development Operations Manager & Refugee Protection Associate in April 2018
- Drafted policy recommendations on refugee resettlement as Refugee Protection Associate
- Managed logistics and budgeting for fundraising and advocacy events, raising over \$2.5 million
- Collaborated among vendors; managed schedules, correspondences, and relationships with donors
- Administered organization-wide financial reporting and data analysis for over 100,000 constituents

Job Developer Nov. 2015 – April 2017
Refugee Case Manager Nov. 2014 – Nov. 2015

Catholic Charities, Diocese of Cleveland – Migration & Refugee Services, *Cleveland, OH*

- Promoted to Job Developer in April 2017 and increased client self-sufficiency rate from 75% to 84%
- Advocated for refugee employment policies with local government officials as Job Developer
- Successfully applied for and received \$250,000 grant to open the Ohio Center for Survivors of Torture
- Served as member of the Strategic Planning team to evaluate and improve programs
- Managed 250 refugee clients, completing core services, intake meetings, and community outreach

Fulbright Fellow June 2014 – August 2014

Fulbright-Hays Intensive Advanced Kiswahili, *Arusha, Tanzania*

- Studied Swahili, finishing with a score of Advanced High on Oral Proficiency Interview

Head Assistant to Grant Coordinator Sept. 2012 – May 2014

MSU Office of International Research Collaboration, *East Lansing, MI*

- Drafted Requests for Applications elements and composed budgetary items
- Assisted faculty to identify award opportunities to fund their research; coordinated travel arrangements
- Planned large-scale interdepartmental grant meetings and designed monitoring and evaluation tools

EDUCATION

B.A. in Comparative Cultures and Politics, Related Area: East Africa August 2014

Michigan State University; James Madison College, *East Lansing, MI*

- **Dean's List:** Spring 2013, Fall 2014, and Spring 2014

CERTIFICATIONS

Leadership Style Management CEU Sept. 2016 – Present

Red Cross Certification: International Humanitarian Law; Shelter Fundamentals May 2014 - Present

VOLUNTEER EXPERIENCE

Member/Volunteer, Brooklyn Democratic Party August 2017 - Present

Volunteer, HRC Political Campaign May 2016 – Nov. 2016

SKILLS

- **Language:** Advanced Swahili, Beginner Spanish
- **Other:** Expert Microsoft Office: Excel, Word, PowerPoint; Research, Consulting, Grant Writing, Raiser's Edge, Attention to Detail, Project Management, Event Planning, Policy Research and Writing