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# INTERNATIONAL PROGRAM MANAGER RESUME

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## Summary:

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A skillful, results-oriented Program Manager with proven experience in directing and contributing to sophisticated projects; Reliable record of success in the project management and review engagements, with an ability to recognize business objectives; Wide technical and the strategic background, experienced at functioning with business leaders to transform business needs into technology results; An appreciated team leader with established ability to employ, guide and encourage others to surpass established objectives; Known for demonstrating practical however creative plans to service delivery, workflow managing and process perfection.

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## Professional Experience:

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International Program Manager January 2007 – Present  
Synacor, Buffalo, NY

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## Responsibilities:

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- Coordinated and directed the establishments of the HJF/ HJFMRI presence in Tanzania.
- Managed and supervised sub-contractors, finance, human resources, administration, logistics and procurement activities in support of the country programs.
- Ensured compliance with local government, Foundation and sponsor specific policies, rules and regulations.
- Coordinated with in the country program leadership to ensure programs are properly resourced and operationally sound.
- Facilitated the implementation and management of a team building program for program staff, including formal training, personal and profession peer support, mentoring and professional development.

International Program Manager- Associate May 2004 – December 2006  
Compassion International, Boston, MA

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## Responsibilities:

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- Coordinated pre-award evaluations and assessed of potential partners, as needed.
- Analyzed, verified and reviewed partners proposal budgets to ensure sponsor compliance.
- Ensured the timely and appropriate close-out of sub-contracts and assisted in the close-out of program operations in country.
- Monitored and advised on partner procedures designed to comply with rules and regulations.
- Managed and provided oversight on sub-contracting strategy of all program/ Foundation in country sub-contracts.
- Completed other projects as needed or directed by the International Programs Support Office.

Program Manager, International Programs, Administration February 1999 – May 2004  
Boston University, Boston, MA

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## Responsibilities:

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International Program Manager- Associate May 2004 – December 2006  
Compassion International, Boston, MA

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## Education:

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Master of Science in International Management  
Stanford University, CA, 1999  
Bachelor of Science in International Management  
Stanford University, CA, 1997

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## Skills:

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- Good communication skills, both written and verbal
- Good negotiation and interpersonal skills

- Strong organizational and analytical skills
- Good numeracy skills and a knowledge of statistics
- A high standard of computer literacy

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## Awards and Honors:

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Dean's Lister, Stanford University, 1997  
Senior Member, MBA Association, 1999

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