

**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 – 01/2012  
**ABC International, Addis Ababa, Ethiopia** 40 hours/week

- 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

- 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 to monitor current relief programming, as well as train new staff on operations and programming. **TDY dates: 03/2008 – 05/2008**

**International Agricultural Intern** 06/2005 – 08/2008  
**U.S. Department of Agriculture, Dakar, Senegal** 30 hours/week

Clearance: Secret Clearance, April 2005

- Conducted field assessments in northern Senegal to monitor and evaluate food programs with partner organizations.
- 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, U.S. Peace Corps** 40 hours/week

- 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 random supervising locally organized vaccinations, baby weighing, and nutrition presentations.

#### **Development Intern**

**09/2001 – 03/2002**

#### **Community HIV/AIDS Project, Boston, Massachusetts**

**20 hours/week**

- 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)