

# Sample Chronological Resume

**MILENA GEORGIEV**

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## EDUCATION

**Columbia University, School of International and Public Affairs** New York, NY  
**Master of International Affairs, Concentration in Economic and Political Development** 05/2016  
*Relevant coursework:* Conceptual Foundations • Economic Analysis • Policy Analysis of Development  
Introduction to Development • Methods for Development Practice • Statistics and Development Economics

**Schiller International University** FL, USA; Madrid, Spain  
**Bachelor of Arts in International Relations and Diplomacy** 05/2010

## EXPERIENCE

**The Caribbean HIV/AIDS Alliance** New York, NY -The Dominican Republic  
*Consultant* 11/2015-05/2016

- Served on a team of graduate student consultants to carry out an evaluation of three health programs - HIV and TB Health Promotion, HIV Care and Treatment, and Primary Health Care.
- Performed field research through focus groups and interviews in resource poor communities in the Dominican Republic. Analyzed information and co-authored an evaluation report for the client.

**Open Society Institute, Public Health** New York, NY  
*Intern* 08/2015-09/2015

- Assisted in coordination of TB Outreach Program replicated in 30 cities. Wrote 3-year foundation grant proposal for annual budget of \$300,000.
- Identified key TB and HIV indicators and selected appropriate research methods to collect TB and HIV data in 12 countries. Performed research and desk review on relevant TB/HIV policy documentation for project's grantees.

**Ministry of Health, Program "Prevention and Control of HIV/AIDS"** Sofia, Bulgaria  
*Consultant, Program Management Unit* 03/2013-08/2014

- Supported management of two projects: "HIV/AIDS, Stigma and Children's Rights" and "Women and HIV/AIDS: Advocacy, Prevention and Empowerment."
- Monitored work plans, contract compliance, and provided technical support to more than ten NGOs.
- Wrote reports on projects' implementation and performance to the Director and the Minister of Health.
- Collaborated with the establishment of local Program's Coordinating Offices in ten municipalities.

**United Nations Children's Fund (UNICEF)** Asunción, Paraguay  
*Program Associate* 11/2011-11/2012

- Collaborated in the planning and preparation of the Annual Action Plan of the agency.
- Assisted in the monitoring and evaluation of community based projects through on-site visits and reports.
- Conducted research on social and political indicators and analyzed their relevance to children and adolescents' policies.
- Analyzed data to determine relationship between length of treatment with source of referral.

**Latin American Risk Analysis, LLC** Bogotá, Colombia  
*Research Analyst, Department of Political Risk Analysis* 06/2010-10/2011

- Researched and analyzed political and economic developments in Latin America for clients.
- Edited and co-authored *Latin Sectors Weekly* - a weekly newsletter delivered to over 1000 business and policy decision makers worldwide.

## PUBLICATIONS

*Latin Sectors Weekly:* "The Politics of Decentralization" (6/2013), "Political Risk in Mexico's Emerging Markets" (7/2014)  
"Building Democratic Institutions in Latin America" (8/2014) and "Brazil's Natural Resource Curse" (9/2015)

## COMPUTER SKILLS

Microsoft Office (Word, Excel and Power Point), Lotus Notes, Microsoft Outlook, STATA and NVivo 7

## LANGUAGES

Fluent in English, Spanish and Bulgarian. Listening and reading comprehension in Russian.