

# SEFIRA FIALKOFF

sfialkof@tulane.edu

---

## *Job Experience*

### **Tulane University – Center for Inter-American Policy & Research**

**New Orleans, LA**

*Assistant Director*

2016-Current

- Develop global marketing and outreach initiatives. Maintain website and social media.
- Coordinate human resource activities: recruitment, payroll, travel, and administration of faculty, staff and students.
- Plan events. Coordinate conferences and lectures. Financial, travel and logistical support for national and international guests.
- Perform daily financial tasks including financial reconciliations, payables, ongoing analysis and budget development.
- Serve as the point of contact for partner organizations and subcontractors, providing guidance and instruction relative to Tulane's procedures for invoice submission.
- Work in collaboration with Tulane's legal staff regarding grants, contracts and copyrights.

### **Brookings Institution Press and University of Pittsburgh Press**

**Remote**

*Independent Contractor- Editor*

2016-2018

- Edit Commitment to Equity handbook and all working papers for digital production using Photoshop and InDesign.
- Track statistics on submissions, acceptance, rejections and publications of manuscripts.
- Proofread handbook layouts, website pages and social media.
- Liaise with authors to edit and format their pieces for style-specific journal publications.
- Collect and prepare author bios.

### **Haltzman Consultants**

**New Orleans, LA**

*Assistant*

2014-2016

- Development of monthly newsletter to highlight the Green Beret Foundation's progress and solicit funds.
- Grant writing.
- Accounting.

### **Grupo Idea – Lokkal**

**San Miguel de Allende, Mexico**

*Managing Editor*

2012-2014

- Translate Spanish-English content.
- Features editor and journalist for daily newspaper and monthly magazine.

### **Innovations for Poverty Action**

**Busia, Kenya**

*Evaluation Coordinator*

2009-2011

- Project management. Implement, monitor and evaluate development interventions in areas of personal health, environmental sustainability and economic growth.
- Create weekly progress reports and track quantitative results in database.
- Team management. Oversee teams of local staff members.

---

## *Education*

### **Tulane Law School**

2014-2015

MS, International Development

### **University of California Santa Cruz**

2005-2009

BA, Global Economics

---

---

**Skills**

**Language**

English: Fluent      Spanish: Fluent

**Technology**

HTML coding; Photoshop; Microsoft Office Suite

---

*Additional Freelance Editing and Content Writing Experience*

- World Bank
  - UNHCR
  - Tulane School of Public Health
  - Dimagi Inc.
  - Iffel International
  - Purdue University
  - Ehow.com
  - Greater New Orleans, Inc.
  - National Council of Jewish Women
  - AEGIS Communications
  - ClearChoice Management Services, LLC
  - University of Notre Dame
- 

*Sample of Publications, Editing & Research*

**Veneer Classification System** (chapter) in Esthetic Oral Rehabilitation with Veneers – A Guide to Treatment Preparation and Clinical Concepts. Forthcoming (ghostwriter for Dr. LeSage)

**Purdue University:** [Tusome Early Grade Reading Program](#). LASER PULSE. August 2019 (editor)

**AEGIS Communications:** [Spotlight on Implants](#). Inside Dentistry. May 2019 (author)

**World Bank:** [CEQ Handbook: Estimating the Impact of Fiscal Policy on Inequality and Poverty](#) (editor)

**Commitment to Equity:** [Measuring the Effectiveness of Taxes and Transfers in Fighting Inequality and Poverty](#) (editor)

**Commitment to Equity:** [Ethno-Racial Poverty and Income Inequality in Brazil](#) (editor)

**Commitment to Equity:** [The Impact of Taxes and Social Spending on Inequality and Poverty in El Salvador](#) (editor)

**Commitment to Equity:** [Taxes, Expenditures, Poverty and Income Distribution in Argentina](#) (editor)

**AEGIS:** [Playing the Long Game](#). Inside Dentistry. February 2019 (author)

**AEGIS:** [The Big Swerve](#). Inside Dentistry. September 2018 (author)

**AEGIS:** CE: [Oral Pathology: Techniques for Detection and Differential Diagnosis](#) (author)

**AEGIS:** CE: [Local Anesthetic Complications in the Dental Office](#) (author)

**AEGIS:** CE: [The Next Generation of Composites: Uncomplicated esthetics and handling](#) (author)

**GNO Inc.:** White papers: Water Clusters; Cuba Investments; Crime (author)

**Fusion:** [Discriminatory Housing Laws in New Orleans](#) (author)

**Fusion:** [La Moda Cubana: Cuban youth rock mullets and tats as change comes to their island](#) (author)

**Tulane Stone Center:** [Privatizing the Old Havana Housing Market](#) (author)

**Grupo Idea:** Spanish-language daily newspaper & travel magazine (editor/author)

**USA Today:** AZ Central. [The Best Time of Year to Go to San Miguel de Allende](#). (author)

**National Bureau of Economic Research:** [The Effect of Savings Accounts on Interpersonal Financial Relationships](#): Evidence from a Field Experiment in Rural Kenya (field research)

**National Bureau of Economic Research:** [The Return to Capital for Small Retailers in Kenya](#): Evidence from Inventories (field research)

**National Bureau of Economic Research:** [Coping with Political Instability: Micro Evidence from Kenya's 2007 Election Crisis](#) (field research)

**American Economic Review:** [Why Don't the Poor Save More?](#): Evidence from Health Savings Experiments (field research)

**American Economic Review:** [Behavioral Biases and Firm Behavior](#): Evidence from Kenyan Retail Shops (field research)

**American Economic Journal:** [Savings Constraints and Microenterprise Development: Evidence from a Field Experiment in Kenya](#) (field research)

**The Journal of Human Resources (UCSC):** [Risk-Coping Through Sexual Networks](#): Evidence from Client Transfers in Kenya (field research)

---