



# SEFIRA FIALKOFF

## CONTACT

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## EDUCATION

MS International Development  
Tulane Law School  
Tulane University  
2014–2015

BA Global Economics  
University of California  
at Santa Cruz  
2005–2009

## SKILLS

- Fluent Spanish
- Microsoft Office 365
- Adobe Creative Cloud
- HTML Coding
- Quickbooks
- EndNote

## FREELANCE EDITING AND COPY/TECH WRITING

- The Brookings Institute
- Iffel International
- Greater New Orleans, Inc.
- Tulane School of Public Health
- CDEWorld: AEGIS Communications
- University of Notre Dame
- ClearChoice Management Services, LLC
- Purdue University
- Ehow.com
- National Council of Jewish Women
- Louisiana Courts Matter
- Kivvit, LLC
- TedX San Miguel de Allende
- Splinter News
- Fusion TV
- The Hartford Courant

## PROFESSIONAL EXPERIENCE

### ASSOCIATE DIRECTOR

Tulane University's Center for Inter-American Policy & Research | New Orleans | 2016–Current

CIPR is a 501(c)3 devoted to inter-hemispheric exchanges by stimulating contact between scholars and decision-makers working on the region, enriching their production by enabling the confluence of multiple perspectives.

- Communications and Policy Development. Develop global marketing and outreach initiatives that support and strengthen community-informed policies.
- Human Resources: recruitment, payroll, travel, and administration of faculty, staff and students.
- Membership. Develop and coordinate membership activities, logistics, and outreach.
- Programmatic Operations. Coordinate conferences and lectures. Financial, travel, and logistical support for national and international guests.
- Financial Management: reconciliations, payables, ongoing analysis and budget development.
- Work in collaboration with Tulane's legal staff regarding grants, contracts, and copyrights.

### PROGRAM MANAGER

Lokkal | San Miguel de Allende, MX | 2012–2014

Lokkal is a virtual town square designed to facilitate and democratize the exchange of information, products, and services to promote sustainable communities.

- Serve as the primary point of contact and outreach to the community, including development and oversight of ongoing projects and recruitment.
- Provide administrative and organizational support throughout the organization.

### EVALUATION COORDINATOR

Innovations for Poverty Action | Busia, Kenya | 2009–2011

IPA is a research and policy non-profit that discovers and promotes effective solutions to global poverty problems.

- Project Management. Implement, monitor, and evaluate development interventions in areas of personal health, environmental sustainability, and economic growth.
- Human Resources and Community Outreach. Hire and oversee teams of local staff members and community projects.

## CONSULTANCIES

### PROJECT MANAGER

Communications, Finance, Membership, and Monitoring & Evaluation | Remote | 2014–Current

- Inside Dentistry | 2016–Current | Editorial and Outreach | Content for monthly magazine aimed at industry recruitment and continuing education.
- Halteman Consultants | 2014–2020 | Communications | Development of monthly newsletter to highlight the Green Beret Foundation's progress and solicit funds. Grant writing.
- The Identity Project | 2017–2018 | Evaluation Coordinator | Through adaptive interventions in documentary arts, the Identity Project tackles barriers to identity development and learning in high-risk youth.
- Commitment to Equity | 2015–2017 | Communications Consultant | The CEQ works to reduce inequality and poverty through comprehensive and rigorous tax and benefit incidence analysis, and active engagement with the policy community.
- University of Pittsburgh Press | 2015–2016 | Communications Consultant | Track statistics on manuscript submissions, acceptance, rejections, and publications for Latin American studies genre.