

Flora Oliveira Fonseca

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Professional specialized in sustainable social and economic development. 10 years of experience covering project management, strategic planning, communication, and stakeholder engagement.

- Partnerships building
 - Risks management
 - Research
 - Policy evaluation
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EDUCATION

Master in Public Policies with specialization in the health sector

Fiocruz (expected 2021)

Postgraduate in Territorial Governance for a Sustainable and Healthy Development

Fiocruz (2020)

Master in Business Administration

University of Sao Paulo (2020)

International Relations Bachelor

Federal University of Sergipe (2015)

Mobility Program Sciences Po Lyon (2014)

EMPLOYMENT

Inter-American Development Bank (Brasilia) Operations Consultant

2017 – Present

- Prepare monthly portfolio performance reports for management
- Elaborate of Agreement Letters and communication reports to the executing agencies
- Manage and monitor contracts for firms and individual consultants participating in Bank operations in order to ensure compliance with terms of reference and process corresponding payments (fifty to sixty contracts per month)
- Design manuals and deliver trainings on software use to staff members
- Manage the Information Center, including responding all requests from executing agencies, civil society, and other stakeholders
- Manage large events targeting executing agencies (includes logistics, agenda design, invitation management)
- Contribute to business process redesign by participating in the documentation of existing process, identifying improvements and proposing efficient solutions.
- Design and implementing activities related to diversity and inclusion (includes data management, leading debates, stakeholder engagement, compliance and human rights advocacy)

AIESEC National Committee (São Paulo)
Visa and Legal National Adviser

2015 – 2016

- Stakeholders engagement (government agencies and embassies)
- Strategic Communication Planning in order to diminish visa bottle necks
- Risks management
- Visa procedures analysis and management (ten to twenty per month)
- Compliance related to Migration Laws in Brazil
- Prepare trainees for visa interviews (10 to 15 per month)
- Design visa guidance booklets about all partner countries procedures (approximately sixty)
- Deliver trainings for local committee leaders, including those from partner countries
- Prepare reports for management, including evolution of performance indicators (every quarter)

AIESEC Local Committee (Aracaju)
Manager of Global Community Development Program

2015 – 2016

- Project design and implementation in the education sector
- Team management (5 local and 25 international trainees)
- Development and follow up of partnerships (firms, academy and government)
- Project tracking, monitoring and evaluation
- Logistics management (includes house and transportation to all trainees, classroom facilities)
- Customer experience evaluation (surveys and reports elaboration after every class cycle – every three months approximately)
- Interviews and staff contracts management
- Design and deliver of staff trainings on time management, customer experience services, contracts elaboration, diversity and inclusion actions

AIESEC International (Panamá City)
Communications Manager

2015 - 2015

- Strategic Communication Planning
- Logistics and Sales Management (includes budget an inventory management, payments, elaboration of contracts with firms)
- Stakeholders Engagement (social media management and negotiation with target partners)

Brazilian Association of Defense Studies
Research and Communications Inter

2014 – 2015

- Website management
- Stakeholders engagement (includes academy and government representatives)
- Costumer experience evaluations
- Design and revision of publications
- Events coordination

**Paraguay's Foreign Policy and Defense Observatory
Researcher Coordinator Scholar**

2011 – 2013

- Public Policies analysis
- Final revisor of weekly newsletters (four to five per month)
- Staff training on texts elaborations, research databases and translation tools
- Translations (English, Spanish, Portuguese)
- Team management (five to eight students per semester)

**Observatory of Social Participation inside International Organizations
Research Coordinator Scholar**

2011 – 2012

- Public Policies analysis, local and international
- Research about the possibilities of increasing social participation in international organizations.
- Conduction of interviews with community leaders
- Partnership management (includes multilateral organizations, NGOs, government representatives and university council).

**International Relations Department – Federal University of Sergipe
Students Mentor Scholar**

2010 – 2011

- Mentor of the disciplines Brazilian Foreign Policy (I and II) and Introduction to International Relations
- Preparation of lectures and presentations
- Individual classes to undergraduate students

PRO BONO WORK

**Fiocruz (Brasília)
Healthy and Sustainable Community Committee
Communications Manager**

2020 – Present

- Project design, implementation and monitoring
- Strategic Communication Planning related to COVID-19 risk mitigation and stakeholders engagement
- Partnership building and follow up (includes community leaders, health organization representatives, government and academy)
- Budget management
- Team management (five to ten people)

**Youth Voices Brazil (Brasília)
Public Affairs**

2020 – Present

- Strategic Communication Planning
- Stakeholders Engagement - Multilateral Organizations and National Youth Leaders
- Advocacy on youth employability

CERTIFICATES AND OTHER SKILLS

- Advanced Workshop for Risk Management (IDB 2020)
- Meaningful Stakeholder Engagement (IDB 2020)
- Territorializing and Accelerating SDG (UNDP 2020)
- Sustainable Urban Mobility (ITDP 2019)
- Gestión de Riesgos en Proyectos de Desarrollo (2019)
- Leadership, Diversity, and Inclusion Certificate (ESSEC 2019)
- Scrum Fundamentals (Scrum Study 2019)
- Master class on Water Resources management and sustainability – UnB (2018-2018)
- Management of International Cooperation Projects Certificate (IBMEC 2018)
- Online Tutor (INDES 2018)
- Development Project Management Certificate (2017)
- Good knowledge of Microsoft Office package, e-mail, and internet.
- Adobe Illustrator, Canva, WordPress

LANGUAGE PROFICIENCY

- Portuguese – Native
- English – Fluent – IELTS Certificate
- Spanish – Advanced (C1)
- French – Advanced (B2)
- Dutch – Basic (A2)