



# KELLY MITCHELL

BILINGUAL NONPROFIT  
PROFESSIONAL AND CONSULTANT

## PROFESSIONAL SKILLS

- Analytical & creative writing
- Spanish fluency (verbal & written)
- Translation
- Communication strategy
- Web content development
- Facilitation & dialogues
- Monitoring & evaluation
- Project management
- Curriculum design
- Grant writing

## RESEARCH & FIELDWORK

- Community Policing & Dialogue in Central America
- Nonviolent Tactics & Social Movements in Ecuador
- Intergroup Dialogue Development
- Envisioning Reconciliation in Colombia's Internal Armed Conflict
- Peru's TRC & the Normalization of Sexual Violence in Peacetime
- Washington Model Organization of the American States
- Ecuadorian Oil Politics & the Violation of Indigenous and Environmental Rights
- Resource-based Conflict in the Appalachian Mountains

## CONTACT

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W: [www.kellyilenemitchell.com](http://www.kellyilenemitchell.com)

## SOCIAL

FB: Kelly Mitchell  
IG: @kellyimitchell  
<https://www.linkedin.com/in/kelly-mitchell-334b722a/>

## WORK EXPERIENCE

### CLIENT SERVICES MANAGER (VIRTUAL)

Law Offices of Matthew S. Johnston | April 2018 - Present

- Manage small business firm's client relations, project management, and online portal. Write and manage blog, perform website maintenance, send newsletters, perform research, and support in legal-based procedures such as contract drafting, trademark applications, and template preparation. Support firm's administration through invoicing, scheduling, and task management.

### FREELANCE CONSULTANT & WRITER/COPYWRITER (VIRTUAL)

Based in Cuenca, Ecuador | December 2015 - Present

- As a consultant for international relations and nonprofit projects, support curriculum design and facilitation services for entities such as the Strategic Capacity Group for a conference with the Bureau of International Narcotics & Law Enforcement focused on community-building solutions. Conducted strategic planning, international interviews, and data analysis to evaluate conflict resolution programs with clients such as Partners Global. Perform grant research and grant writing for nonprofits such as East Frederick Rising.
- Consult in technical, storytelling, travel, and industry-based writing and editing assignments. Perform English to Spanish and Spanish to English translations. Owner/writer of Wonder My Way blog.

### PROGRAM DIRECTOR

Hearts of Gold Foundation | April 2016 - Present

- Founded, designed, and directed Ecuador's first capacity building program and formalized network for nonprofits
- Managed projects with 25 nonprofits impacting 3,000 beneficiaries; Established partnerships with national and international entities (universities, local governments, platforms and associations)
- Managed all internal and external communications (writing, graphics, and content generation for bilingual web, blog, social media, and public relations)

### CRISIS WORKER AND VICTIM ADVOCATE

Heartly House, Frederick, MD | June 2014 - December 2015

- Supported, empowered, and educated victims and survivors of domestic violence and sexual assault via crisis hotline, in-person services, and as hospital first responder. Promoted physical and emotional wellbeing with emphasis on stages of healing, safety planning, and self-care.

## EDUCATION

MA, INTERNATIONAL  
PEACE & CONFLICT RESOLUTION

American University School of  
International Service | 2013 - 2015  
GPA 3.9; Magna Cum Laude

BA, ANTHROPOLOGY &  
INTERNATIONAL STUDIES;  
MINOR IN SPANISH

Towson University | 2008 - 2012  
Complutense Universidad (Madrid) | 2010  
GPA 3.9; Magna Cum Laude