

KELLY MITCHELL

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PROFILE

Bilingual consultant seeking full-time and freelance opportunities. 7+ years' experience in project management initiatives, organizational operations, and writing. Academic specialist in conflict resolution, Latin American studies, and community building. After 4 years of living and working in Ecuador, relocating to Ithaca, NY in fall 2019.

EXPERIENCE

CLIENT SERVICES MANAGER, LAW OFFICES OF MATTHEW S JOHNSTON, REMOTE/PART-TIME (12H/W) – APRIL 2018 - PRESENT

Manage small business firm's operations, client relations, project management, internal and external communications, and online portal. Perform research, write and manage blog, perform website maintenance, send newsletters and bulletins, and support in legal-based procedures such as contract drafting (bilingual), trademark applications, and template preparation. Support firm's administration through invoicing, scheduling, and task management.

BILINGUAL WRITER, EDITOR, AND SPANISH TRANSLATOR, FREELANCE, REMOTE – DEC 2015 - PRESENT (APPROX 5H/W)

Technical, proposal, grant, storytelling, travel, and industry-based writing and editing assignments. Perform English to Spanish and Spanish to English oral (workshops, conferences, meetings) and written (proposals, reports, marketing/fundraising material, websites, contracts, etc.) translations. Owner/writer of blog: [Wonder My Way](#).

INDEPENDENT NONPROFIT CONSULTANT, FREELANCE– JAN 2015 - PRESENT (CURRENT APPROX 10H/W)

As a consultant for international relations and nonprofit projects, supported 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 with police officers in the Northern Triangle (100-hour project). Conducted strategic planning, international interviews, and data analysis to evaluate conflict resolution programs in Honduras with Partners Global (graduate school capstone; 120-hour project). Perform research, develop fundraising strategies, and manage grants program for nonprofits such as East Frederick Rising (10-hours per month) and the Hearts of Gold Foundation (as needed basis).

PROGRAM DIRECTOR, HEARTS OF GOLD FOUNDATION, CUENCA, ECUADOR APRIL 2016 - DECEMBER 2018 (40H/W; SPANISH SPEAKING POSITION)

Founded and directed Ecuador's first nonprofit administration capacity building initiative and formalized network for nonprofit leaders. Facilitated 100+ hours of workshops, seminars, and conferences in Spanish. Managed projects, partnerships, and performed outreach with 25 nonprofits impacting over 3,000 beneficiaries. Designed curriculum and program materials in English and Spanish. Established partnerships with national and international entities, universities, local governments, online platforms, and associations. Directed internship program, compiled applications, interviewed, and reviewed national and international university students. Managed all internal and external communications: copywriting, writing, graphics, and content generation for bilingual [web](#), blog, social media, quarterly and [annual reports](#), and public relations. Performed research, monitoring and evaluation, facilitated working groups (Spanish), managed grants program (funding proposals, narratives, and reporting), and prepared financial reports.

CRISIS WORKER AND VICTIM ADVOCATE, HEARTLY HOUSE, FREDERICK, MARYLAND – JUNE 2014 - DEC 2015 (25H/W; BILINGUAL POSITION)

Supported, empowered, and educated victims and survivors of domestic violence and sexual assault via crisis hotline and in-person services. Promoted physical and emotional wellbeing w/ emphasis on stages of healing, safety planning, and self-care. Certified to perform Danger Assessment and Lethality Assessment Program (LAP). Coordinated w/ legal advocates, counselors, and community agencies as appropriate.

Served as bilingual first responder to Frederick Memorial Hospital for Sexual Assault Forensic Exams (SAFE). Supplied crisis counseling and follow up crisis intervention to primary and secondary survivors of sexual assault. Collaborated with Law Enforcement and Forensic Nurse team to ensure quality trauma-informed care and safety for the survivor.

PEACE EDUCATION & CONFLICT RESOLUTION CONSULTANT, FREDERICK COUNTY MEDIATION CENTER, FREDERICK, MARYLAND – JAN 2015 - DEC 2015 (5H/W)

Directed program design and implementation for the organization's charter workshops on conflict resolution and transformation. Generated community interest and promote facilitation projects. Built community networks w/ interfaith leaders, activists, and educators.

SHELTER SERVICES INTERN, CASA DE MARIA AMOR, CUENCA, ECUADOR – JUNE 2015 - JULY 2015 (40H/W; SPANISH SPEAKING POSITION)

Provided emotional support for primary and secondary victims of domestic violence in trauma-informed manner. Coordinated supportive services and educational activities for youth residents. Contributed to team-building exercises for group support and ecological sustainability.

MOBILIZATION & ADVOCACY INTERN, AMNESTY INTERNATIONAL USA, WASHINGTON, D.C. – AUG 2012 - JUNE 2013 (36H/W)

Educated, mobilized, and organized student and community groups on human rights campaigns via newsletter, social media, e-mail, phone, & person contact. Organized all volunteer responsibilities for the Mid-Atlantic region & performed outreach for grassroots & high-profile events. Managed partnerships and communication between activist groups, campaigns, and events.

EDUCATION

American University, School of International Service, Washington, DC – Masters in International Peace and Conflict Resolution, 2015, GPA 3.9, Magna Cum Laude. With a regional focus in Latin America and a thematic focus in localized peacebuilding, performed independent original research on social movements, nonviolence, reconciliation, human rights, and policy recommendations in Ecuador, Peru, Argentina, Colombia, and Honduras. Samples of original research and writing can be found [here](#).

Towson University, Baltimore, MD – Bachelors in International Studies, Bachelors in Cultural Anthropology, Minor in Spanish, 2012, GPA 3.9, Magna Cum Laude. With a focus in Latin America, successfully defended final honors thesis "Venezuela, Oil Politics, and the Bolivarian Revolution" (2012). Served as Head Delegate in the Washington Model Organization of the American States (2012). Studied one semester at Universidad Complutense de Madrid (2010).

SKILLS

PROJECT MANAGEMENT: Strategic planning, research, project design, conference planning, monitoring, and evaluation, goal-setting, facilitation and dialogues, client relations, billing and invoicing, curriculum design

WRITING: Analytic and creative writing, copywriting, translations (Spanish fluency - verbal and written), grant writing

DIGITAL MARKETING: Communication strategy, web content development, management of Wordpress websites, tools such as Mailchimp, Canva, Google Analytics, and Zoom, Social media (Instagram, Facebook, Twitter, LinkedIn)

IN THE FIELD: Deep academic studies, community organizing, and field work in nonviolence, women's rights and anti-domestic violence advocacy, conflict resolution, prevention, and transformation, indigenous rights, human rights, resource-based conflicts, and Latin American Studies.