

Shilpa S. Iyer

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EDUCATION

Master of Development Practice
University of California, Berkeley

Graduated May 2021

Bachelor of Science in Environmental Science and Management
University of California, Davis

Graduated June 2016

WORK EXPERIENCE

Programme Management Intern, UNESCAP, Bangkok, TH (Remote) 09/2021-Present

- ♦ Supporting preparation of the 2021 ESCAP Technical Cooperation Highlights, including through conducting research, compiling success stories, performing analysis on financial contributions and coordinating with colleagues across ESCAP

Student Instructor and Chancellor's Public Fellow, UC Berkeley, Berkeley, CA 02/2021-05/2021

- ♦ Developed and managed close partnerships between five organizations and Culture and Natural Resources Management course by establishing clear communication protocol, setting up meetings, coordinating schedules, overseeing projects and ensuring student projects met organizational needs
- ♦ Instructed 60 students for two hours per week in environmental history course focused on social justice

Grants and Development Associate, Asante Africa Foundation, Berkeley, CA 09/2019-02/2021

- ♦ Executed cross-functional tasks alongside CEO in line with organizational mission and strategy
- ♦ Tracked action items, took notes during meetings, followed up with donors and partners and conducted reconciliation between QuickBooks and Salesforce data
- ♦ Researched, organized, wrote, and edited grant applications that exhibited strong expository writing skills, persuasive cases for support and a high-level command of grammar and spelling
- ♦ Managed Salesforce database, including cleaning and organizing contact and donations data and streamlining data entry and organization processes according to cross-departmental needs
- ♦ Maintained relationships with key donors, grantors and organizational partners through phone and email

Impact Editor, One Day's Wages, Berkeley, CA 08/2020-01/2021

- ♦ Collated and reviewed past ODW-sponsored international projects including impact data, project proposals, progress reports and final reports
- ♦ Utilized past project reports and data to write, edit and review compelling written content for the ODW website, social media posts, blogs, email updates and other externally facing content

Environmental Consultant, Dudek, Sacramento, CA 01/2017-06/2019

- ♦ Prepared major components of over 60 research-based reports, converting technical information into accessible language, that analyzed environmental impact of development projects in California
- ♦ Led, organized and participated in meetings with project stakeholders, including by drafting agendas, creating meeting materials and presentations and taking notes
- ♦ Provided administrative support including scheduling meetings, tracking timelines, project oversight and client relations

SKILLS SUMMARY

- ♦ *Computer*: Microsoft Office suite, Outlook, Salesforce, MailChimp, Apache Open Office Database, Asana, Slack
- ♦ *Communication and Language*: Excellent written and verbal English; Intermediate in Mandarin and Tamil
- ♦ *Extensive travel and intercultural communication experience*

AWARDS AND ACTIVITIES

- ♦ Master of Development Practice Department Fellowship
 - ♦ LinkedIn Learning Certificates: Communication Foundations, Content Marketing Foundations, Email and Newsletter Marketing Foundations, Social Media Marketing Foundations, Teamwork Foundations
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