

Quenby Wilcox

4611 North Capitol Street, NE, Washington, DC 20011
Phone: (202)-213-4911 • Email: quenbywilcox2@gmail.com

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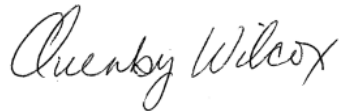
Dear Madam or Sir,

I am very interested in applying for the position of Executive Assistant with the National Partnership for Women and Families. I have extensive experience in administrative positions, possess excellent organizational, and interpersonal skills, as well as extensive experience multi-tasking in fast-paced environments. Additionally, not only do I maintain the highest level of integrity and ethics in all of my work, but I am also well-versed in handling highly sensitive and confidential materials.

My experience and knowledge lend themselves to this position, and I would appreciate the chance to further discuss this opportunity with you in person. I have included my resume below for your perusal. For references you may contact Ms. Carla Cullati, ccullat@imf.org, Mr. Marc Quintyn, mquintyn@imf.org, and Mr. Ralph Chami, rchami@imf.org.

Thank you in advance for your time and consideration.

Sincerely,



Quenby Wilcox

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[LinkedIn Profile](#)

EXPERIENCE

- August 2013 – November 2015 **International Monetary Fund, Wash., DC - Administrative Assistant (Contractual)**
- Provided administrative support in the Institute of Capacity Development (Immediate Office, Western Hemisphere, African, Asian, and Strategy & Evaluation divisions)
 - Assisted in all facets of course preparation and delivery in IMF Headquarters, as well as in their regional training centers around the world
 - Assisted in events planning of departmental retreats, meetings, and outings
 - Assisted in administrative functions of sensitive HR issues and hiring of new staff
 - Assisted in maintaining schedules and calendars for Immediate Office directors
 - Assisted in general office management, routinely trouble-shooting administrative and technical issues throughout the department, particularly with new staff
 - Assisted in the organization of weekly departmental seminars
 - Trouble-shot IT issues in conference rooms
 - Handled international travel arrangements for staff members
 - Prepared expense reports and trouble-shot related issues
 - Ordered and distributed office supplies
- July 2011 – July 2013 **International Monetary Fund, Wash., DC - Administrative Assistant (Temporary Agency)**
- Temporary administrative assignments in the Western Hemisphere, Monetary and Capital Markets, European, Legal (Financial Integrity Group), External Relations, and Institute for Capacity Development departments
- May 2009-February 2011 **International Monetary Fund Family Association (IMFFA) (Global Employment), Wash., DC - Administrative Assistant/Office Manager**
- Reduced annual administrative costs by 10%
 - Created an administrative office, with an entire filing system, as well as information and email communication system between board and committee members
 - Created a data-base of the entire membership, categorizing and cross-referencing members; their interests, professions, children, spouses, etc.
 - Analysed procedural policies and norms, making recommendations which elevated efficiency and effectiveness of programs and services offered by organization
 - Cleaned out old archives and organized a library corner for members and children
 - Dispersed information and provided assistance to members
 - Coordinated the organization of monthly and annual activities
 - Assisted in trouble-shooting the many issues with publication of the information booklet, monthly magazine, and weekly newsletter
 - Provided advice and assistance to members about family issues, DC area activities, the ins-and-outs of social networking for newly arriving spouses, childcare, etc.
 - Produced graphic arts posters, calendars, and office decorations for seasonal parties and events, as well as manual arts activities for member children

- 2006-Present **Global Expats & www.global-xpats.com, Wash., DC - Founder**
- 2010 - Present - www.global-xpats.com
- Conducted promotional and outreach campaigns on LinkedIn, Facebook, and Twitter amongst global relocation companies and vendors, multinationals, expats, and prospective advertisers
 - Prepared detailed Business Plan including market research, product-development, advertising strategies, and marketing campaign
 - Developed a political, and legal platform that promotes the rights, and interests of homemakers
 - Uploaded and maintained 2010 website platform, as well as reformatted entire data-base and uploaded it, as well as blogs, onto new eDirectory platform in summer of 2015
- 2005-2007 - www.global-expats.com
- Handled all R&D for project and administrative duties, marketing and financing
 - Compiled and uploaded website's data-base
 - Developed the framework for an organization designed to provide practical and grass-roots assistance to expats, as well as employment opportunities and career assistance for spouses
 - Wrote a guide book; a blue-print for a series of global travel guides designed to assist expat families in their relocation process
- January 2013 - present **WaronDomesticTerrorism.com – Wash., DC – Administrator (Volunteer)**
- Produced and maintain activist website (www.warondomesticterrorism.com), exposing the human rights violations and discrimination against women in family courts around the world
- November 2013 - present **HuffingtonPost.com and Womenalia.com – Wash., DC – Blogger (Volunteer)**
- Wrote and published blogs for social media outlets. These blogs explored the many challenges trailing-spouse, homemakers face while abroad, as well as the political, social, and economical problems the world is facing at present, concentrating on abuses of power and violation of rights at every level of society
 - Conducted activist/freedom of speech campaign regarding Sean Penn/El Chapo Speaks article in the Rolling Stones Magazine, and the failure of the American press to cover failed public policy issues on the War on Drug. The campaign included a series of daily blogs (22) which exposed the implications for populations and governments around the world. The blogs are posted on [LinkedIn blogs](#)
- February 2008 - present **Convention on Elimination of Discrimination Against Women (CEDAW) – Madrid, Spain and Wash., DC – Human Rights Legal Counsel (Volunteer)**
- Prepared a case for Committee on the Elimination of Discrimination Against Women (CEDAW) against the Spanish government for their failure to protect. The case challenges the Spanish government's defense of "inadmissibility" in Gonzalez Carreno vs. Spain, 2014 (CEDAW)
 - Researched and prepared background report for CEDAW presentation. Report, "[Financing for Development \(FfD\): A Midsummer Night's Dream](#)," is posted on Additionally, all official correspondence with Spanish and American government

officials of the past 8 years, highlighting the many public policy issues involved in my case, as well as cases like mine, are posted on the on the site

May 2013 –
June 2014

Family Courts in Crisis Newsletters – Wash., DC – Editor-in-Chief (Volunteer)

- Handled all research, writing, translating, and distribution of Family Courts in Crisis (FCC) to journalists, activist, human rights lawyers, family law lawyers, and public policy professionals around the world. These newsletters expose the problems and discriminatory traditions in family courts and justice systems. They also expose the failure of these systems to protect victims of domestic abuse; a failure which is resulting in human rights violations by governments across the globe (Gonzalez Carreño, 2014, CEDAW, Gonzales vs. USA, 2011, Inter-American Commission on Human Rights), inter alia

2002-2003

Bogotá Accueil (Fédération Internationale des Accueils Français et Francophones à l’Etranger (FIAFE) – www.fiafe.org) Bogotá, Colombia - Président (Volunteer)

- Represented the French community of Bogotá at official functions and Embassies
- Organized cultural visits, educational seminars, tours of museums and art exhibitions dinners and formal functions, manual arts classes for children, and English classes
- Organized a conference for Ingrid Betancourt, Colombian Presidential candidate for 2002 (cancelled due to her kidnapping by FARC guerrilla)

2001-2004

International Group of Bogotá - Bogotá, Colombia - Secretary (Volunteer)

- Assisted in the formation and development of this cross-cultural group whose mission was to coordinate cooperation between the various expatriate clubs and communities in Bogotá

1999-2002

Bogotá Accueil (FIAFE/www.fiafe.org) Bogotá, Columbia - Board Member (Volunteer)

- Participated in monthly board meetings and management of the association
- Organized children’s manual art classes and events
- Directed monthly English classes, book club, and cooking club

1998-1999

American Women’s Club of Bogotá (Federation of American Women’s Clubs Overseas (FAWCO)/www.fawco.org) Bogotá, Colombia - Secretary (Volunteer)

- Attended monthly board meetings and participated in management of the organization
- Participated in monthly international cooking club and annual fund-raising Bazaar

1989

Dean Witter Reynolds - Miami, Florida - Executive Assistant

- Managed the administrative office, overseeing twenty employees
- Handled client complaints, administrative problems, and maintained accounts payable

1987

Shearson Lehman Bros., Wash., D.C - Stock Trader and Program Coordinator

- Managed approximately \$10M within a \$20M blue-chip stock trading program
- Monitored movements of 200 stocks and option, maintaining 10% profit margin on trades
- Compiled financial reports and analysis
- Developed organizational system for stocks and options trading

1986

E.F. Hutton, Wash., D.C. - Sales Assistant to Financial Planners

- Handled all administrative work and client contact, executed trades and processed legal documents

- 1981-1985 **Senator J. Bennett Johnston (D) LA., Wash., D.C. - Intern**
- Responsible for a total re-organization of administrative archives
 - Supervised the summer interns, organized in-coming mail, and maintained filing system
 - University Thesis on nuclear non-proliferation

SPECIAL PROJECTS

2003-2004 **Association of Padre Nicolo of Bogotá, Colombia** – Examined the rehabilitation program for street children of Bogotá, with eventual application of methods and procedures within local educational systems. Padre Nicolo’s work of the past 30 years has won international awards and is recognized by UNESCO

2003-2004 **Fundación Canguro of Bogotá, Colombia** – Examined and promoted the work of the foundation whose purpose is to provide high-quality, cost-effective health care for LBW (low birth weight) infants. The work, developed by Dr. Rey in 1978, is recognized by the World Health Organization (WHO), with centers in over 15 countries around the world

SKILLS

Languages: **English:** native, **French:** fluent, **Spanish:** fluent

Proficient: Microsoft Word, Outlook, PowerPoint, Publisher, Excel, SharePoint, DM5, TRACES, Travel Portal, and Tabs3

EDUCATION

1981-1985 **BBA (International Marketing/Political Science) George Washington University**