

Quenby Wilcox

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Dear Madam or Sir,

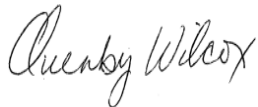
I am very interested in applying for the position of Research/Administrative Assistant, Economics Policy Studies with the Cato Institute. I have extensive experience in administrative work in the financial markets, as well as research in international economics. I am very familiar with the inner workings of Washington, and the role of think-tanks to the political process at the national, as well as international, level.

I have experience in content management of websites, as well as conducting social media campaigns on the Internet; on top of extensive experience in event planning, and handling travel arrangements and expense reports for high-level officials. Additionally, I possess excellent organizational and interpersonal skills, work well in teams, as well as individually; and I am well versed in a wide variety of computer software, and office reporting systems.

Not only am I an extremely hard-working, exhibiting the highest level of diligence and integrity in my work, but I am accustomed to working in fast-paced, multi-cultural, and multi-lingual environments. I am a team player, fluent in English, Spanish and French, and accustomed to working in many diverse fields.

Please find below a resume for your perusal. My independent research of the past decade is very much in line with the Cato Institute's mission, and I am confident I would be a valuable contribution to your organization. I hope to be given the opportunity to speak with you further in consideration for this position.

Sincerely,



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[LinkedIn Profile](#)

Administrative and Research Assistant with 30 years' experience analysis of financial markets and economies in Europe and the Americas. Trilingual, conference and event's organizer and coordinator, with decades of experience in social and professional networking amongst high-level officials in the private and public sector. Human Rights activist, specializing in issues related to women and children.

EXPERIENCE

- 11/2011 – 11/2015 **International Monetary Fund, Wash., DC - Administrative Assistant (Contractual and Temporary)**
- Administrative assignments in the Western Hemisphere, Monetary and Capital Markets, European, Legal, External Relations, and the Institute for Capacity Development departments
- 5/2009-2/2011 **International Monetary Fund Family Association (IMFFA) (Global Employment), Wash., DC - Administrative Assistant/Office Manager**
- Created a filing system, as well as communication system between board and committee members
 - Created a data-base of membership, cross-referencing members, their interests, professions, etc.
 - Assisted with publication of the information booklet, monthly magazine, and weekly newsletter
 - Provided advice and assistance to members about family issues, the DC area, childcare, etc.
 - Reduced annual administrative costs by 10%
- 1/2013 - present **WaronDomesticTerrorism.com – Wash., DC – Founder & Administrator (Volunteer)**
- Maintain activist website (www.warondomesticterrorism.com), exposing the human rights violations and discrimination against women in courts and societies around the world
 - Reports posted on the site are the following: [Domestic Abuse as a Human Rights Violation & the Principle of Due Diligence: An Intersectional Approach](#); [Abuses of Power in Our Societies and Court Systems: Implications and Solutions under Human Rights Law](#); [The Failure of Courts to Protect Child Victims of Sexual Abuse](#); [Financing for Development \(FfD\): A Midsummer Night's Dream](#); [Family Courts in Crisis Newsletters](#); and [Workplace Bullying in the IMF](#); as well as a [bibliography](#) of research.
- 11/2013 - present **HuffingtonPost.com, Womenalia.com and LinkedIn.com – Wash., DC – Blogger (Volunteer)**
- Blogs on [LinkedIn](#), [HuffPost](#), [Womenalia](#) and [Reuters Foundation](#), explore political, social, and economical problems facing the USA, as well as, the world at present
- 2006- Present **Global Expats & www.global-xpats.com, Wash., DC - Founder**
- Conducted marketing research, data-base compilation, as well as maintaining all administrative and managerial duties in the project
 - Prepared [Business Plan and other marketing material](#) for investors
 - Conducted social media campaigns on LinkedIn, Facebook, and Twitter
 - Content web administrator for www.global-xpats.com
- 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 expositions, 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
- 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, Travel Portal, and Tabs3

EDUCATION

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