

Quenby Wilcox

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Dear Madam or Sir,

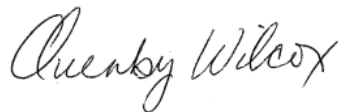
I am very interested in applying for the position of Programs Assistant with the Office of the Executive Director for France. Not only do I possess excellent administrative, organizational, and interpersonal skills, but I have extensive experience in multi-tasking in fast-paced, multi-lingual environments.

Additionally, I possess over thirty years of wide-ranging experiences in dealing with high-levels officials from the private and public sector, as well as officials from Anglo-phone, Franco-phone, and Hispania-phone communities. I am fluent in English, French, and Spanish and possess American and French nationalities, with English my maternal language.

I have worked throughout the Fund for many years, and I am well-versed in its many different systems and procedures. I also have extensive experience in financial and budgetary issues, as well as handling highly sensitive and confidential material. 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.

Thank you in advance for your time and consideration.

Sincerely,



Quenby Wilcox

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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 by routinely trouble-shooting administrative and technical issues throughout the department, particularly with new administrative 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 Assignments with Global Employment)**
- 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**
- Distributed information to members and provided them with advice on a wide variety of expat issues and relocation to the Washington, DC area
 - Coordinated the organization of monthly and annual activities
 - Assisted in publication of an information booklet, magazine, and newsletter
 - Re-organized the administrative office, creating an information system and data-base
 - Analysed procedural policies and norms, making recommendations, which elevated efficiency and effectiveness of programs and services offered by the organization
 - Reduced annual administrative costs by 10%
- 2006-Present **Global Expats & www.global-xpats.com, Wash., DC - Founder**
- Promotional and outreach campaigns on LinkedIn, Facebook, and Twitter amongst global relocation companies and vendors, multinationals, expatriates, and prospective advertisers
 - Prepared detailed Business Plan including market research, product-development, advertising strategies and marketing campaign of project
- 2002-2003 **Bogotá Accueil (Fédération Internationale des Accueils Français et Francophones à l'Étranger (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
 - 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, and Tabs3

EDUCATION

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