

# Pamela RIQUELME

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## Professional Profile

A goal orientated, high achiever with communication and organizational experience. Possesses strong interpersonal, analytical, multitasking and writing skills and fluent in four languages. Quick learner with ability to grasp new ideas.

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## Education

- 2011 – Present      **MA in Political Science and International Relations**  
Department of Political Science, the Italian University of Roma
- 2002 – 2007      **Bachelor of Arts (Honors) in International Business Relations**  
Oxford Brookes University, England
- Dissertation      Assimilation of the Mexican Culture and Values into Today's European Framework
- 12/04 – 01/05      **Creating Communication Campaigns (Marcel Student Exchange Program)**  
School of International Communication and Media, BlaBla University, Japan
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## Work Experience

- 2010 – 2012      **Gate School Network – Alliance Everebody Friend, Roma, Italy**  
*Alliance is a leading educational organization and its focus is on instilling equal opportunity in education, enriching study programs and creating an educational leadership.*
- Position      Grant Writer, Resource Development
- Main Responsibilities
  - Prepared grant proposals and periodic activity reports
  - Managed content for the project's Spanish website
  - Edited project brochure for potential donors
- 2008 – 2010      **Ministry of Industry, Trade and Labor, Roma, Italy**  
Foreign Trade Administration
- Position      Trade Assistant – Government Fellow
- Main Responsibilities
  - AQUA 2009 and Mobile World Congress 2008 tradeshows: Coordinated business development activities for more than 60 companies
  - Organized and accompanied meetings and professional tours for foreign delegations
  - Prepared economic and trade researches and reviews
  - Drafted press releases, speeches and official letters for the Ministry and to the foreign media
  - Wrote and edited content for the Division's website regarding OECD and Israel cooperation
- 09/2006 – 06/2009      **Publicis Groupe, Paris, France**  
*Publicis Groupe is the fourth largest communications group and the second largest media counsel worldwide.*
- Position      Communication Coordinator for the European Data Center IT Project (**EDC**) in Europe
- Main Responsibilities
  - Managed contact network of more than 30 Publicis Groupe agencies in the EMEA and established a productive relationship with them
  - Assisted in 'troubleshooting' work of EDC Helpdesk by coordinating its workflow, evaluating its performance and translating customers' problems from English to French
  - Wrote bi-weekly newsletters and created service descriptions, reports and presentations
  - Successfully communicated project activities to non-IT personnel at all level
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## Skills

- Languages      **English** – native level, **Italian** – fluent, **French** – advanced, **Spanish** – native  
French Business Language exam (level B2) of the *Chamber of Commerce and Industry of Paris*
- Computer      Microsoft Office, Internet applications
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## Extra Curricular Activities

- 07/11:      First place in Marathon Estambul-Viena