

Sarah Ferris

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Overview

- Over six years of experience working with international non-profit organizations in positions of progressive responsibility
- Effective team management and program coordination abilities
- In-depth knowledge of humanitarian and development issues, particularly in the Middle East

Education

University of California, Berkeley (2004 – 2006)

Master of City and Regional Planning

Concentrations: Economic Development and International Planning

Arabic Language Institute, American University of Cairo, Egypt (1998 – 1999)

Certificate of Arabic Language

University of Wisconsin – Madison (1994 – 1998)

Bachelor of Arts

Majors: History and Political Science

International Experience

Mercy Corps, Sulaymaniyah, Iraq (March 2007 to present)

Monitoring, Evaluation and New Initiatives Manager

- Write successful funding proposals (both individually and on teams) for various donors including US government, European Commission and United Nations agencies
- Assist with proposals for other offices in the region including Syria, Palestine and Jordan
- Liaise with donors and international community in Iraq and Jordan
- Conduct quick needs assessments and background research for new program proposals
- Draft proposal budgets
- Create systems for monitoring and evaluation and train M&E staff on implementation
- Write biweekly, interim and final reports for donors (UNIFEM and OFDA) and Mercy Corps headquarters

Agency for Technical Cooperation and Development (ACTED), Kabul, Afghanistan (2006)

Country Finance Manager

- Managed finances and administration for country office with over \$8 million annual budget
- Acted as Deputy Country Coordinator while Country Coordinator was away, overseeing eight programs and over 850 expatriate and local employees throughout the country
- Managed staff, and worked with finance, administration and program staff daily to solve problems
- Liaised with donors (including EC, UNDP and USAID) about financial and programmatic matters

International Catholic Migration Commission (ICMC), Aceh, Indonesia (2005)

Interim Program Manager, Income Generation

- Conducted research on the needs of internally displaced persons in regards to income generation
- Created \$20 million proposal for a grant and training program and managed existing program
- Coordinated with international and local organizations to share information and organize efforts
- Completed interim and final narrative reports for donor agencies (including ECHO)

Regional Planning Studio, Bangkok and Krabi Province, Thailand (2005)

Researcher

- Worked with team to develop an economic growth plan for a province in southern Thailand
- Conducted site visits throughout the province to interview stakeholders- including civic organizations, officials from all levels of government, environmental groups, industry associations, tourists and others directly or indirectly affected by the tourism industry

Independent Editor and English Teacher, Montreal, Canada (2000 – 2001)

AMIDEAST, Beirut, Lebanon (2000)

English Language Coordinator

Development Studies Center, Various Locations in Middle East (1996)

Student Researcher

- Analyzed proposed development projects dealing with education and micro-enterprises for women

Other Work Experience

Institute of Industrial Relations, Berkeley, California (2006)
Graduate Student Researcher

Centre for Development and Population Activities (CEDPA), Washington, DC (2001 – 2004)

Analyst – Finance

- Analyzed Finance Department's systems and procedures, and implemented changes when necessary
- Organized internal audit of headquarters and country offices
- Prepared monthly expenditure reports for grantors (including USAID) and program managers

Senior Associate – Finance

- Created or updated most of the organization's policies and manuals

Associate – Finance and Administration

- Improved the channels of communication between my division and the rest of the organization
- Administered accounts payable, accounts receivable and payroll

Academic and Volunteer Activities

Post-Katrina Working Group, Berkeley, California (2005 – 2006)

- Created successful graduate seminar focusing on disaster preparedness and post-disaster reconstruction
- Led group of graduate students studying the effects of Hurricane Katrina on the US Gulf Coast

American Refugee Committee, Minneapolis, Minnesota (2004)

- Compiled and edited the Country Office Financial Manual

Skills

Intermediate proficiency in written and spoken Arabic

Excellent computer skills in desktop publishing, word processing, research, statistical, presentation, spreadsheet, accounting, database and Internet applications (including Microsoft Office Suite)

Strong interpersonal communication skills and team leadership abilities

Academic Interests

Humanitarian aid and reconstruction following conflict and natural disasters

Regional economic development

Middle East and Islamic Studies

Fellowships and Awards

Kevin Aaron Community Justice Award, UC-Berkeley (2006)

Foreign Language and Area Studies (FLAS) Fellowship, UC-Berkeley (2005 – 2006)

Concentration: Arabic/Middle East Studies

Institute for Urban and Regional Development Travel Grant, UC-Berkeley (2005)

Concentration: Post Hurricane Katrina - Urban and Community Redevelopment of New Orleans, Louisiana, USA