

**Amber Malone**  
[amber.malone2413@gmail.com](mailto:amber.malone2413@gmail.com)  
601-214-4780

## EDUCATION

Johns Hopkins University - School of Advanced International Studies **Bologna, Italy**  
**Master of Arts in International Affairs**

- French Proficiency Exam: Passed (Advanced High)
- Thesis: *Digitizing EU Asylum Management: The Human Rights and Legal Challenges of Biometrics*

University of Mississippi **Oxford, MS**  
**Bachelor of Arts in International Studies and French**

- Exchange Program : Université Catholique de l'Ouest, France

**Languages:** French (Advanced High), Italian (Intermediate)

## RELEVANT EXPERIENCE

**Brooklyn Navy Yard Development Corporation** Brooklyn, New York  
*Senior Coordinator, External Affairs* March 2024 – Present

- Produced visual designs for online and print materials, helping to increase our social media engagement on Instagram (by 23%)
- Designed logos and branding materials for the company's products and services.
- Managed multiple tasks simultaneously while adhering to project timelines effectively.
- Work with retained PR firm to facilitate press arrival and wrangle press as needed during events on and off the BNY campuses.
- Coordinate outreach campaigns with other BNYDC team members and departments and facilitate other cross-collaboration initiatives as needed.

**REM (Resource and Event Management)** New York, New York  
*Special Assistant, Development Fundraising* July 2023 – December 2023

- Drafted bi-weekly financial reports tracking 1-2 million dollars of major gifts for individual clients, such as the Jay Fund, Sesame Workshop, and Calvary Hospital.
- Researched donor relations and maintained multiple databases of donor information to facilitate communications and donor retention.
- Screened emails and phone calls and ensured timely responses and appropriate conduct.
- Assisted with fundraising, including donor relations and events, and provided administrative support leading up to events.

**Council on Foreign Relations, Director of Studies** New York, New York  
*Program Coordinator* September 2021 – July 2023

- Coordinated a high-volume calendar—including reviewing and scheduling meetings and events, and proactively communicating conflicting events and priorities among departments.
- Developed and implemented programmatic planning for the professional development of junior staff, including career development and skills training seminars.
- Managed the onboarding of new fellows and guided research associates through internal procedures.
- Analyzed raw data and drafted reports on product performance (bounce rates, unique pageviews, users, etc.) with web analytics tools.

**German Marshall Fund of the United States – Paris Hub**  
*Transatlantic Programs Assistant*

Paris, France  
June 2021 – September 2021

- Designed and developed in digital format the 2021 Transatlantic Inclusive Leadership Network report.  
Identified places globally where GMF can be visible and expand its network to develop an engagement strategy and assess their practices in DEI.
- Assisted the Head of DEI in connecting with practices and people (conferences, events, workshops, media) that share GMF values.

**Center for Constitutional Studies and Democratic Development**  
*Research Assistant*

Bologna, Italy  
October 2020 – May 2021

- Coordinated the implementation of the Anti-human Trafficking Chapter's communication strategy and led the advertising of virtual events.
- Designed promotional materials (flyers, graphics, captions, etc.) for social platforms.
- Developed clear and concise summaries complex international issues for articles, including the legal and practical barriers to anti-human trafficking efforts for the CCSDD Blog.
- Catalogued COVID-related litigation developments in European constitutional courts for research.
- Identified opportunities to increase visibility by identifying potential funding opportunities.

**Mississippi First**  
*Policy Analyst Intern (Education)*

Jackson, Mississippi  
June 2019 – July 2019

- Drafted a policy proposal recommending needed transparency reforms; researched assessment practices and education reform initiatives to provide strategic guidance for the Executive Charter Board.
- Conceptualized Mississippi's new charter renewal application; improved charter performance by a letter grade at Midtown Public Charter School, Reimagine Prep, and Smilow Prep.
- Prepared meeting minutes for the Executive Director.

**American Civil Liberties Union of Mississippi**  
*Advocacy and Communications Intern*

Jackson, Mississippi  
August 2018 – December 2018

- Designed and led three training seminars for MYSummit, a weekend-long event aiming to help Mississippi youth develop the knowledge and skills to launch advocacy campaigns.
- Developed training tools and advocacy toolkits for volunteers and additional resources to engage on criminal justice reform.
- Wrote draft copy for social media platforms and designed graphics for the ACLU campaigns; increased engagement with the organization's Instagram, Twitter, and Facebook pages by 30%.
- Analyzed legislators' voting records and identified opportunities for influencing those positions.
- Executed an analysis of pretrial risk assessment and cash bail practices in county courts; devised recommendations aligning with the goals of the Smart Justice Campaign.

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**University of California, Irvine**  
*Research Fellow*

Irvine, California  
June 2018 – August 2018

- Used data to draft a presentation on the “Socioeconomic Barriers to Inclusion” for the 2018 UCI Summer Research Symposium.
- Executed a quantitative and qualitative analysis to explain different welfare states and labor mobility trends among migrants in Europe.
- Translated from French to English academic journals to support research findings.

**Collège de la Pommeraye,  
Ecole et Lycée St. Joseph,  
Collège de la Madeleine**  
*ESL Teaching Assistant*

Angers, France  
September 2016 – May 2018

- Assessed more than 100 students in English language development and assisted the primary teacher with classroom management.
- Implemented daily lessons plans under the supervision of the primary teacher.
- Developed lessons targeting themes of the Brevet and Baccalaureate; proctored language proficiency tests.

#### **RELEVANT SKILLS**

**Languages:** French (Advanced High), Italian (Intermediate)  
**Technical Skills:** Microsoft Suite, Dynamic 365, SPSS– Advanced, STATA, Python– Intermediate