

# Kimberly Kweder

## Communications Specialist

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*"Building healthier communities through effective organizational leadership and communications"*

## Experience

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### Community Development Specialist

July 2016 - Current

USDA

- Prepared answers to inquiries on technical issues from field offices.
- Processed, analyzed and interpreted performance data on USDA's \$212 Billion loans and grants.
- Reviewed Federal Code of Regulations on rural investment companies and compliance.
- Participated in decision memos, rulemaking and modifying regulations stages of 7 CFR 4290.
- Prepared 2 interviews on Venture Capital Funds seeking licensing for business engagements.
- Developed workshops and knowledge learning materials for Rural Development's SharePoint.

### Grant Research/Subcontractor

Ongoing

Velocity Ink, Inc.

- Data collection on unbanked immigrant populations and education data for school districts.
- Produced a needs assessments for the Los Angeles Child Development Center.
- Tracked and updated school enrollment data for Los Angeles Unified School Districts.

### International Trade and Policy Analyst, Office of the Secretary

July 2016

Amdex

Client: U.S. Department of Transportation

- Wrote Blue Campaign speech on human trafficking facts for the Undersecretary.
- Led the revamp of the U.S. China Race to Zero Emissions website.
- Prepared event and travel memos for upcoming missions.

### Business Management Consultant, PMO Office

7/2014 - 12/2015

Deloitte Consulting LLP

Clients: FDA, IRS, ICE, CDC, MHS

- Provided one-on-one guidance to updating, managing, and maintaining 20+ technical SOPs.
- Proofread and wrote sections of business proposals for HHS, State, and CDC.
- Organized and wrote internal knowledge articles for the IRS SharePoint website.
- Developed detailed weekly status reports for FDA's Office of Business Informatics.

### Public Health Research Assistant, University of Southern California

2/2013-5/2014

Leonard D. Schaeffer Center for Health Policy and Economics

- Prepared data sets for SPSS/SAS file setup for PhD students to conduct their data research.
- Converted and organized over 100 large-scale survey datasets into multiple SAS files.
- Developed useful tips and tricks on SharePoint that led to efficient organization.
- Conduct investigations on Medicare policies and public health statistics on over 65+ population.

### Summer Professional Grad Internship

6/2013-8/2013

Deloitte Consulting LLP

- Maintained 800+ hardware and software life cycle updates in workbooks to DoD clients.
- Created spreadsheets and monthly analytical reports on website traffic at [Semoss.org](http://Semoss.org).
- Led a 5-person team on research and planning for a firm-wide Case Challenge Competition.
- Led as an Editorial Chief for the Summer Associate online newsletter.

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## Communications, Policy, and Data Specialist

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### Web Communications Specialist

4/2009-6/2012

World Bank and IFC

- Applied operational standards and guidelines for 20+ online knowledge learning videos.
- Provided overall web strategy development for IFC Corporate Governance site migration.
- Drove an advertising campaign for the ICT in Agriculture Sourcebook launch in Cape Town.
- Participated in executive focus groups on the revamped World Bank website.
- Organized reports and publications for the quarterly Executive Board meetings.
- Responsible for the social media portfolio for the Communications Manager.

### Web Desk Editor

2/2008-4/2009

Washington Times

- Increased web traffic to 1 million page views using analytical tools and social media platforms.
- Merged tasks with the Photo and Graphics team for special web products.
- Developed an online subscription strategy and e-blast news tactics for content users.
- Assisted with team's transition to the \$1 million purchase of a Content Management System.

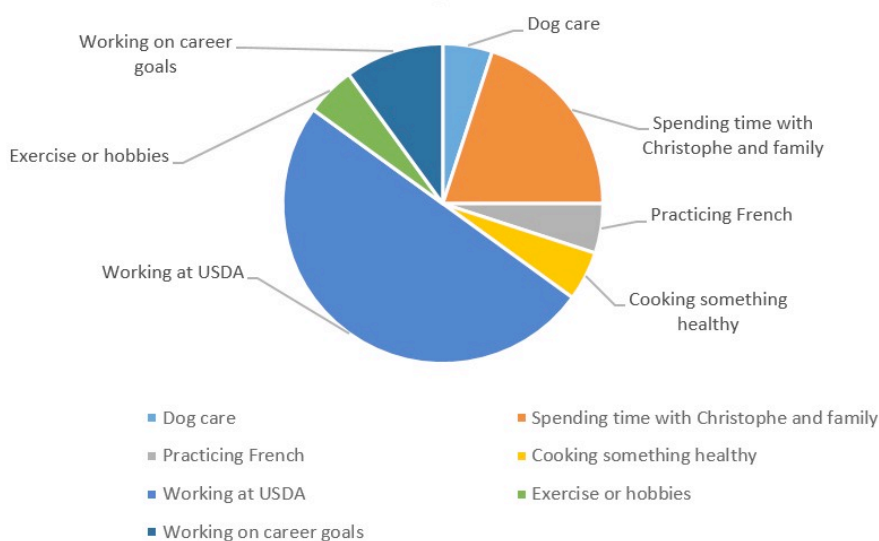
### Vilnius Correspondent

7/2007-12/2007

Baltic Times, Lithuania Office

- First American female journalist to cover Vilnius news without formal language training.
- Helped redesign the 20-page newspaper to amplify subscribers in Geneva.
- Increased subscriptions by 25 percent in six months.
- Interviewed trade associations and local companies doing business in Lithuania.
- Interviewed Ghor Province Governor: <http://www.baltictimes.com/news/articles/19309/>

## A DAY OF MY LIFE



### Skills



- Project Management Concepts
- Appropriation Law
- Survey Methodologies
- ITSM Foundation Certified
- Copy editing
- News writing
- Adobe Creative Suite
- WordPress and Drupal
- Excel, Visio, Tableau
- Multimedia storytelling
- Team Building

### Education

Master's in Public Administration, 2014  
University of Southern California  
Los Angeles, CA

Bachelor of Arts, Journalism, 2007  
Point Park University  
Pittsburgh, PA

### Languages

English	
Français	
Русский	