

Ana Carolina Richter

email: anarichter@protonmail.com | phone number: +49 01788712013

LinkedIn: [linkedin.com/in/ana-richter](https://www.linkedin.com/in/ana-richter) | personal website: anarichter.github.io

Education

2019 – 2022 University of Passau	MA in Governance and Public Policy – Staatswissenschaften DAAD Helmut-Schmidt-Programme Scholarship Holder Thesis: "Dual citizenship and the question of belonging: The perspectives of dual citizens living in Europe" (graded 1,0)
2017 – 2019 UEPG – State University of Ponta Grossa	Specialization in Public Administration Emphasis on Planning and Assessment of Public Policies in Brazil
2009 – 2013 UFPR – Federal University of Paraná	BSc in Economic Sciences Thesis: "Policy transfer: benefits and inadequacies" (graded 90 out of 100)

Professional Experience

2021 – 2022 University of Passau Research Assistant	Passau, Germany
<ul style="list-style-type: none">Support to the "Visualising Democracy" project within the Professorship of Methods of Empirical Social Research by performing data entry into Stata, evaluating sample representativeness, conducting various statistical analyses, and developing a category scheme for an advanced qualitative analysis. Proofread academic papers, book chapters and conducted comprehensive literature research.	
2017 – 2019 Science, Technology and Higher Studies Bureau Project Lead Analyst	Curitiba, Brazil
<ul style="list-style-type: none">Direct assistance in the coordination of the Paraná state program "University without Borders" in tasks such as budget allocation, drafting of Public Notice for the call of proposals, and evaluation of project proposals regarding feasibility and impact.Monitoring of over twenty projects developed within the framework of the program, including expenditure compliance audit, tracking achievement of objectives, elaboration of reports, and checking requests for budget amendment. <p>Accomplishments</p> <ul style="list-style-type: none">Development of a tool in Microsoft Excel to track expenditures against each project's financial plan in line with the official classification of the State Budget System, instructing different departments on its use.Conceptualization and implementation of a survey to evaluate the impact of the program between 2017 and 2018 covering over 80 projects.	
2015 – 2016 All India Disaster Mitigation Institute Project Support and Research Officer	Ahmedabad, India
<ul style="list-style-type: none">Participation in the development of Disaster Risk Reduction (DRR) projects in diverse districts in India, conducting field assessments, elaborating disaster management plans, and writing reports based on field assessments and desk reviews.Assistance to a disaster microinsurance demand analysis for small businesses in urban sites based on data collected in three districts – collaborative project between AIDMI, Stanford University and the Humanitarian Innovation Fund.Collaboration in a study of the post-disaster recovery in the areas most affected by the Gujarat earthquake through consultations with citizens, community-based organizations, and local authorities – in partnership with CENDEP/Oxford Brookes University. <p>Accomplishments</p> <ul style="list-style-type: none">Elaboration of five papers presented during working sessions of the Third UN World Conference on DRR based on structured talks conducted with school children – in partnership with UNICEF India.Writing and publication of articles in the organization's specialized platform Southasiadisasters.net.	
2011 – 2014 Fernandes Pães e Doces Family local business	Curitiba, Brazil
<ul style="list-style-type: none">Assistance to the management of the family local business: responsibilities encompassed key business areas such as Accounting (income statement analysis, verification of invoices and payment to suppliers, financial and price adjustment analyses), Human Resources (posting job vacancies, analysing CVs, contacting candidates, defining the interview script), and Marketing (developing marketing strategies, creation of website + SEO, social media campaigns), as well day-to-day store operation.	

2012 – 2012 | ExxonMobil | **Student Trainee**

Curitiba, Brazil

- Development of a project to improve the department's Knowledge Management, which included tracking processes through meetings with the analysts, identifying key data regarding Properties and Operators spread across different platforms, and creating a master database on Microsoft Access (built mainly through Visual Basic/VBA).

2008 – 2010 | AIESEC | **Local Director & National Support Manager** (volunteering)

Curitiba, Brazil

- Strategic and operational planning of the Global Internship Program department at the local branch in Curitiba, training and management of a team comprised of twelve members, partnership maintenance with local companies, and recruitment of young professionals interested in applying for an international traineeship.
- Assistance to the national committee in goals setting, analysis, and strategies development, as well as support to the network of local directors in Brazil.
- Second-place award: participation in the case competition National Sustainability Challenge (co-organized by AIESEC in Brazil, Artemisia, ABN-AMRO Bank and Ethos Institute).

Language & Technical Skills

Portuguese	Native	
English	Fluent	IELTS Academic (CEFR Level C1)
German	Intermediary	TestDaf (TND 5 reading and writing, TDN 4 listening and speaking)
French	Basic learner	

Microsoft Word, Excel, PowerPoint & Access | Stata, NVivo, Python (beginner)

References

Professional and academic references available upon request.