

SANDRA KELLER

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OVERVIEW: Experienced tri-lingual Program and Operations Manager with an MBA from a [top-tier program](#). Over 14 years of comprehensive work experience managing numerous international projects ranging from \$5M to \$20M USD, from headquarters and country site locations in Latin America, South Asia and Africa.

EXPERIENCE

Consultant, Multi-Tier Framework (MTF) under the Energy Sector Management Assistance Program (ESMAP), World Bank Group (WBG), Washington, DC, 2015 – Present

- Provide ongoing programmatic support to MTF – an initiative designed to capture and statistically analyze countries' level of energy access for its 17 program countries in South America, Africa and Asia.
- Operate as MTF's communications point-person to execute in-house and external reporting on program activities.
- Engage with country governments in support of MTF activities, which include: evaluating and hiring firms to execute on-the-ground ESMAP-MTF activities in its 17 energy-deficit country programs.
- Provided specific on-site training and in-country support for MTF Niger and facilitated Honduras MTF programs.
- Identify partners and negotiate agreements for MTF platform services; currently helping lead the design and execution of MTF program's new data-driven website to launch in early 2019.
- Co-authoring a Policy Brief advising governments on ways to incorporate initiatives improving national grid access.

Senior Program Manager, Partners for Development (PFD), Silver Spring, MD, 2014

- Served as key manager for PFD country programs, collaborated with field staff to submit external reports, assessments and evaluations as program support for Cambodia, Benin and Nigeria.
- Developed manuals and annual operating plans and budgets; recruited, trained and mentored new hires.
- Played key roles in PFD proposal strategy, design, writing, and review sessions aimed at securing new business.
- Established client relationships by reaching out to different stakeholders to maximize PFD visibility.
- Provided operational solutions for HQ and field offices, ranging from managing supply chains to adopting frameworks to support more efficiently run programs, ensuring field programs were meeting goals on target.

Consultant, Office of Evaluation and Oversight (OVE), Inter-American Development Bank (IDB), Washington, DC, 2013

- Performed audit of IDB OVE's Second Independent Evaluation of Japanese Trust Funds' "internal projects" in Latin American and Caribbean countries for 2006 through 2012.
- Managed data collection and analysis, research, explorative interviews, thematic categorizations and strengths/weaknesses identification for writing and then submitting this critical segment of the report.
- Analyzed underlying reasons for program weaknesses and made recommendations for future improvements.

Project Manager (MBA Internship), KPO Lab, Paris, France, 2012-2013

- In French and English, revised all communication, content and marketing plans for KPO Lab's four venture capital projects, including a fashion line, mobile app, translation service, and B2B and B2C security technology services.
- Created accounts, marketing materials and videos on crowd-sourcing sites for KPO Lab projects and products.
- Studied U.S. and French markets for best entry and funding opportunities; also approached prospective investors.
- Participated in a sales pitch to venture capitalists and arranged entry for KPO Lab into networking and incubator events to elevate awareness of KPO Lab projects and products; followed up by writing a KPO Lab white paper informed by these insights to appeal to business angels and other potential investors.

Program Officer, Horn and East Africa (HEA), International Rescue Committee (IRC), New York, NY, 2011-2012

- Managed programs and communicated program activities for seven IRC Horn and East Africa (HEA) countries: South Sudan, Somalia, Chad, Zimbabwe, Uganda, Kenya, and Ethiopia.
- Developed multimillion-dollar contracts, budgets, grants, and Requests for Proposals (RFPs) for all U.S., World Bank, Stichting Vluchteling, OFD, DFID, ECHO, USAID and United Nations-sourced (UNHCR, UNICEF) donor grants.
- Supported operations to ensure compliance with international and US regulatory requirements while providing emergency stopgap in-country support at IRC's South Sudan and Kenya field offices and emergency relief programs.
- Liaised with European Affiliates, Technical, Development, and Business Development Units for funding HEA initiatives.

Program Manager, Sustainable Immunization Financing (SIF), Sabin Vaccine Institute, Washington, DC, 2010 - 2011

- Managed and operated as key communications point person for SIF programs in 15 pilot (12 African, 3 Asian) countries; organized regional and international meetings that brought together members of ministries of health, finance, as well as parliamentarians for crucial discourses on SIF. This required setting up in-country arrangements for critical discussions, including representing SIF at an international immunizations conference in Johannesburg.
- Carried out strategic planning and budget implementation, and produced internal and external reports on activities, for this Washington DC operations-based, \$9M Bill & Melinda Gates Foundation (BMGF) funded, 6-year program.
- Conducted research and analysis on financial mechanisms for sustainability, such as National Trust Funds.
- Collaborated with UNICEF, World Health Organization (WHO) and the World Bank to organize regional meetings with counterparts for joint field activities.
- Produced and contributed to SIF's bilingual (French/English) quarterly newsletter detailing SIF Sabin global activities.
- Organized SIF's first international colloquium in Addis Ababa, Ethiopia, that coincided with the program's first evaluation by an external consulting firm hired to assess its impact. The success of this conference resulted in continued funding by BMGF for an additional 5 years.

Business Development Specialist/Proposal Manager, CAMRIS International, Bethesda, MD 2009 - 2010

- Initiated and oversaw the formulation of compliance matrices, proposal schedules and color-coded progress in processing identified RFPs. Assessed CAMRIS' ability to meet RFP requirements.
- Cultivated business relationships; researched, identified, and monitored prime projects that matched each of CAMRIS' division capabilities. Created and executed work plans to meet the needs of changing project requirements.
- Oversaw multiple government contracts, including: \$5M USSTRATCOM, \$20M OMNIBUS II Department of Defense (DOD), USAID, VA \$9M; and \$20M USDHHS-CIMS Program (IDIQ contract).
- Completed closeout reviews of final proposal content, ensuring that proposals honored donors' rigid requirements.

Lead Consultant, Coxswain Social Investment Plus (CSI+), Washington DC, 2008

- Developed web, marketing, conference and fundraising materials dedicated to raising awareness of World Health Organization's Africa Regional Office (WHO/AFRO) inoculation programs and immunization strategies while also identifying important partnerships to achieve WHO funding goals.
- Overhauled materials on health programs, disease burden, targeted diseases, health topics and partnerships that resulted in updated data for WHO/AFRO operations.
- Researched and wrote a market-assessment white paper for *Make News Good*, an organization that sought feedback on the viability of its platform to deliver positive news out of South Africa to combat the predominantly negative press on the country.

Organizational Development Specialist, Corporate Social Responsibility (CSR) Manager, The Somaiya Group, Mumbai, India, 2007 - 2008

- Acted as SAHAS' (Somaiya Action for HIV Support) Organizational Development Specialist to provide skills training, health and nutrition education for delivering a vital support system to women and families affected by HIV/AIDS.
- Trained employees on new methodologies and practices, thereby greatly increasing SAHAS' program efficiency.
- Proactively sought funding for Somaiya's CSR projects; wrote proposals and created website portals to capture external funding, establishing two foundations for CSR Somaiya, in the U.K. and the U.S. respectively.
- Raised funds for Help A Child (HAC) – another NGO under the Somaiya Group. Subsequently launched Somaiya's CSR department and was promoted to become its Corporate Social Responsibility (CSR) Manager.
- Managed, implemented and executed all Somaiya CSR activities and projects, successfully completing this conglomerate's first CSR report on Somaiya's extensive CSR activities.

EDUCATION: International Master of Business Administration, I.E. Business School, Madrid, Spain
Bachelor of Arts, Cultural Studies and Film, Eugene Lang College of Arts, The New School, NY, NY.

PUBLICATIONS: World Bank. 2018. [Rwanda – Beyond Connections: Energy Access Diagnostic Report Based on the Multi-Tier Framework](#).
World Bank. 2018. [Cambodia – Beyond Connections: Energy Access Diagnostic Report Based on the Multi-Tier Framework](#).
World Bank. 2018. [Ethiopia – Beyond Connections: Energy Access Diagnostic Report Based on the Multi-Tier Framework](#).

OTHER EXPERTISE & NOTABLES: ACT, AVID, DAMS, LexisNexis, Microsoft Office Suite, & OAS experience. Co-wrote and produced a short film for the Sundance Film Channel; filmed the Nepal segment of the #loveisproject for the Seeker Network – a digital subsidiary of the Discovery Channel. **Fluent in French and Spanish.** U.S. Citizen.