

# MEYLING DIAZ, MBA, PMP

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## PROJECT/PROGRAM MANAGER LOOKING FOR REMOTE OPPORTUNITIES

### ■ QUALIFICATIONS PROFILE

- Accomplished, performance-focused, and goal-driven professional with solid experience in project and program management.
- Expert at cultivating effective communication across all levels of the organization, including the executive-level management and C-suites.
- Armed with exceptional interpersonal, problem-solving, and critical thinking skills to attain set-forth objectives and goals.
- Grant Management including Grant Writing, Grant Database Management, and researching new opportunities.
- Project Management Institute (PMI)- Project Management Professional certified (PMP) professional

### ■ CORE COMPETENCIES

Strategic Planning and Execution ~ Grant Cycle Management ~ Customer-Oriented  
~ Trusted Advisor to Leadership ~ Cross Functional Collaboration

### ■ RELEVANT EXPERIENCE

The Bridge Sisters Consulting Firm- Washington, DC

#### **Project (Grants) Manager**

2022-Current

##### *Consultant*

- Plan, draft, edit, and submit approximately 1-2 written deliverables (LOI, grant proposal, reports, and concept papers) for each client
- Develop and write compelling applications/proposals for general operating and program support for private foundation, corporate, and government grants. This includes collaborating with staff to collect content and gathering and preparing financial and supplementary materials.
- Attend and participate in weekly or bi-weekly meetings with clients.
- Prepare for and participate in internal team check-ins.
- Edit non-grant related documents (newsletters, blog articles social media postings).

E-Global Tech Consultant II • Washington, DC

#### **Project Manager Supporting the General Services Administration (GSA)**

2021-2022

##### *Chief of Staff*

- Strategically develop and implement project management methodologies, best practices, standard operating procedures (SOPs), templates, and guidance to improve performance of Federal staff and processes.
- Assume responsibility in onboarding new staff joining the Office of Information, Integrity, and Access (ME) Division
- Effectively execute high visibility tasks to include full lifecycle (planning, monitoring, and closing) Chief of Staff project delivery.
- Lead the planning and management of events, treating each event as a project that is executed through the project management lifecycle (i.e., pre-event planning to post-event closeout).
- Lead efforts to increase Diversity, Equity & Inclusion throughout the organization in collaboration with the Division Heads and the Chief of Staff.
- Consult with management and employees regarding work environment and climate concerns; listen to and address employee concerns to encourage a supportive atmosphere in the workplace
- Successfully coordinate, draft, develop, prepare, finalize, provide and distribute templates, SOPs, minutes, executive status reports, action items, meeting agenda and meeting notes.

##### Career Highlights:

- Development and implementation of a series of coffee & tea zoom events to engage employees during the covid pandemic.
- Drafted, finalized and implemented standard operating procedures to ensure timely review of Legislative Memoranda.

National Association of Drug Court Professionals • Alexandria, VA

#### **Training Coordinator**

2018-2020

##### *Department of Training and Research*

- Supported the planning and execution of 26 Statewide trainings as part of the Adult Drug Court Initiative (ADCTI).
- Planned and hosted over 200 discipline-specific zoom webinars.
- Tabulated and managed quarterly and yearly reports as part of grant management initiatives.
- Edited and updated training and marketing materials in preparation for statewide distribution.
- Provided strategic support to the Chief of Training and Research, the division director and the project director.

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## Career Highlights:

- Designed and implemented a library of titles and session descriptions based on approved curriculum
- Developed and implemented a system to automate document-gathering practices

Mil Mujeres Legal Services • Washington, DC.

### **Project Manager, Paralegal**

2014-2020

#### *Legal Team*

- Managed virtual daily operations for five offices located in California.
- Developed program reports, financial reports and drafted and edited legal memos and related correspondence.
- Pitched our legal services to a variety of stakeholders (central American consulates, Pro-bono attorneys, prospective clients, career fairs and other legal offices).
- Significantly increased presence in the community by representing Mil Mujeres in all public events and speaking on behalf of the organization.
- Established relationships and maintained active partnerships and collaborations with local organizations, agencies and Latin American governments through their embassies in Washington, DC and consulates around the nation.
- Wrote and managed website and social media content, including organization's description of programs and services, success stories and testimonies, daily updates and managing blogs.
- Prepared more than 200 immigration applications, including U & T visas, VAWA Self Petitions, Adjustment of Status, Naturalizations, Applications for Employment Authorizations and DACA petitions.
- Provided support to manage a budget growing from 200,000 to \$2.5 million in 2018.
- Monitored budget execution by tracking daily financial transactions, assisting bookkeeping, following effective cash management strategies and reporting to the Executive Director.
- Replaced cold calling techniques to build better rapport with prospective clients.

#### Career Highlight:

- Developed a very effective community outreach program that reached out to more than 95,000 people a year in the Latino community.
- Developed a successful system to track leads, convert them to clients, and ensure positive referrals

Contigo International • Washington, DC.

### **Project Manager**

2014-2018

#### *Mental Health Department*

- Successfully managed daily operations and provided support to our therapists including scheduling and arrangement of appointments, meetings and events.
- Prepared financial and program reports
- Established and maintained relationships with the Crime Victim Compensation programs from the District of Columbia and other states to secure funds for mental health services
- Worked closely with the Clinical Director to ensure compliance, monitoring and reporting to ensure all goals were met.

## ▪ EDUCATION AND CREDENTIALS

**Master of Business Administration and Management in Information Systems** | Hood College • Frederick, MD  
**Washington Semester Program: Transforming Communities & Public Policy** | American University • Washington, DC  
**Bachelor of Arts in International Studies and French literature** | Westminster College • Fulton, MO  
**International Baccalaureate (IB)** | United World College UWC • Costa Rica

#### Certifications:

Project Management Professional (PMI-PMP)  
PM4R Gestion de Proyectos de Desarrollo (Inter-American Development Bank)

## ▪ LANGUAGES

English • Spanish • French

## ▪ TECHNICAL SKILLS

Microsoft Word | Microsoft PowerPoint | Microsoft Excel | Microsoft Project  
Survey Monkey | QuickBooks | Trello | Outlook | Google Suite (Drive, calendar, Slides, Keep, Forms, Docs)

## REFERENCES AVAILABLE UPON REQUEST