

Ana Cristina Carrodegua-Rinaldi

EXECUTIVE SUMMARY

Multi-faceted experience with executive management of private, governmental, and charitable organizations

- Identifying strong points & best practices to create a brand/service with an appropriate message,
- Linking forces & networking with public – private - partners to enhance collaboration and service delivery,
- Building & retaining qualified and effective personnel to develop and maintain a positive work environment
- Coordinating prospect donors' cultivation efforts, preparing fundraising venues, and giving efforts
- Preparing contracts, budget proposals, and grant administration to ensure cost effective project management.

PROFESSIONAL EXPERIENCE

FIU-FLORIDA INTERNATIONAL UNIVERSITY – Modesto Maidique Campus

Steven J. Green School of International & Public Affairs

May 2019 – Present

Program Coordinator – Institute for Public Management & Community Development

Senior Program Coordinator – Department of Global & Sociocultural Studies

Grants Administrator – SIPA Dean's Office

MIAMI CITY HALL

Office of the Mayor

May 2014 – November 2017

First Lady – City of Miami

Ad-Honorem Director – Mayor's International Council – Liaison with the Consular Corps

CATHOLIC CHARITIES OF THE ARCHDIOCESE OF MIAMI

Catholic Charities Legal & Immigration Services

June 2012 – May 2014

Human Resources Specialist/Contracts Manager

MIAMI DADE COLLEGE

Office of Institutional Advancement

September 1997 – June 2002

COO/Vice President of Institutional Advancement

Catholic Charities of the Archdiocese of Miami

CENTRO MATER Early Childhood & Community Resources Center

April 1988 – September 1997

Social Worker 1988 – 1991.

Director- Social Services Department 1991-1994

Program Director 1994-1997

EDUCATIONAL BACKGROUND

MS – Clinical Psychology - Carlos Albizu University, Miami, Florida 1988

BS – Psychology - Universidad Interamericana de Puerto Rico, San Juan, Puerto Rico 1985

Certificates:

Notary Public – State of Florida

FIU – ORED Certified Research Administrator