

CARLA CABRERA CUADRADO

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IT SKILLS

Advanced: Microsoft Office, Social Media (FB, IG, Twitter, LinkedIn, Youtube), Pinnacle, Photoshop, Google Suite, Zoom

Intermediate:

Mailchimp, Trello, Dropbox, Eventbrite

Basic: Google Adwords, Wordpress, Whova

LANGUAGE SKILLS

Spanish: Native

English: Advanced

C1: TOEFL & CAE

German: Advanced

C1: Test DaF

French: Conversational

A2: EOI Valencia

Portuguese: Conversational

Italian: Basics

SPECIAL MENTIONS

2019 SIS Travel Grant & AU GLC Travel Grant

2018 Fulbright Scholarship

2018 SIS Dean's Research Assistantship Award

2013 Honors mention from High School

2013 "Premio Extraordinario de Bachiller" of Valencia (Extraordinary Prize of High School). In the top 10 of 29,000 students

EXPERIENCE

May 2017-Present **HEAD of COMMUNICATION & PR COMMITTEE** in SIETAR Europa **Online** (Head since 01/01/2018 and Board Member and Congress Coordinator since 10/01/2019)

- **Managing an intercultural virtual team**, and training new volunteers.
- Creating **comprehensive strategies for internal & external communication**.
- **Supervising** SIG's (Special Interest Groups) and SIETAR Europa publications.
- **Organizing** the SIETAR Europa Congress 2021 as **an online conference**.
- **Advocating** for the rights and interests of **SIETAR Europa Direct Members**.
- **Headed communications** in the SIETAR Europa & SIETAR Russia Event 2018 (Oct).
- **Headed communications** in the SIETAR Europa Congress 2019 in Leuven (May).
 - **Designed** graphics, merchandising materials, videography...
 - **Managed** social media, mailings, announcements and the congress app.

Aug 2018 – May 2020 **RESEARCH ASSISTANT** at American University **Washington, D.C. (US)**

- Managed the **communication campaign** of the book *Mortal Doubt* by Anthony Fontes: Mailchimp, social media, flyers, events organization...
- **Researched** the political, social and economic situation of the Northern Triangle.
- **Transcribed** interviews in Spanish about transnational gangs in Honduras.

Sept 2019 – Dec 2019 **CONGRESSIONAL INTERN** at U.S. House of Representatives for Congressman Adriano Espaillat (NY-13) **Washington, D.C. (US)**

- **Drafted** press releases, speeches, statements, op-eds, and organized press conferences.
- **Managed** social media and **created** graphic content for promotion.
- **Supported** with administration, events organization, communications in Spanish.

June 2019 – August 2019 **CROSS-CULTURAL CONSULTANT** at American University for VIA (Volunteers in Asia) **Chiang Mai (THAILAND)**

- **Analyzed** VIA's performance and changing vision and **provided a report** with improvements and recommendations, especially on **communications**.
- **Trained** VIA's incoming fellows on cross-cultural competences and capacity building.

March-Dec 2017 **INTERNATIONAL SALES MANAGER (former MARKETING & SALES INTERN)** at infoBoard Europe GmbH **Hamburg (GERMANY) and US**

- Managed **marketing, sales, administration and accountancy** of the US market.
- **Presented** the software and **represented** the company in several US Exhibitions.
- **Supported** other departments (German sales, Spanish marketing, translation...).
- **Contacted** customers to sell the software and supported **general administration** for the USA and German-speaking markets.
- **Translated** from German to English and Spanish the program, webpage, videos...
- **Managed online marketing & sales** in Spanish speaking countries.

May-June 2016 **SALES ASSISTANT** in Grove Personal Service **Bremen (GERMANY)**

May 2013-Sept 2015 **ACCOUNTANT** in Limpiezas Cavimar S.L. **Valencia (SPAIN)**

Dec 2013-May 2014 **GERMAN TEACHER** in Instituto Luis Vives **Valencia (SPAIN)**

EDUCATION

Aug 2018 - May 2020 **MA Intercultural & International Communication** at School of International Service American University **Washington, D.C. (US)**

- **SIS Dean's Research Assistantship Award**, working as a research assistant.
- **FULBRIGHT SPONSORSHIP**.
- Concentration on **Cultural and Public Diplomacy**. **GPA of 3.8**.

INTERESTS

2019 Part of the Focus Group of the **Public Diplomacy Council** to integrate youth

2019 Outreach Director of the organization in process **Global Exchange Network**

2018/2019 Chair of GA & Crisis Committee at AU **Model UN**

2018/2020 **Events volunteer** at the Spanish Embassy

2018 Attendance to several **Fulbright events** at Embassies to the US

2018 & 2019 US Representative at AU **Model G20** two consecutive years

2017 Attendance to **TEDxWomen & TEDxHH**

2015 Leader of university **political party** *E's per Economia*

2014 **Mentor** of 17 international students at the University of Valencia

Sept 2013-2017 **BA International Business Dual Award** at University of Valencia **Valencia (SPAIN) 2013-2015** and Hochschule Bremen **Bremen (GERMANY) 2015-2017**
→ Concentration on **Marketing** and **Cross-Cultural Management**.
→ 1.6 in HSB (1.0 best grade) and 8.72 in UV (10 best grade).

April 2019 **Fulbright Seminar: The Future of Work** at Marriot **Washington, D.C. (US)**
March 2019 **Alternative Break: Culture, History, Religion and Economics in Cuba** by American University **Havana, Matanzas, Viñales (CUBA)**

July 2016 **Recruiting Course Two Weeks UPV – UV London (UK)**

April 2016 **Erasmus + Training course “Faiths of the World: Interfaith Dialogue” Gloucester (UK)**

April 2016 **Erasmus + Training course “Enter in Entrepreneurship – From idea to Action” Sarajevo (BOSNIA & HERZEGOVINA)**

2000-2013 **Primary & secondary education** in HH Maristas **Valencia (SPAIN)**

→ Grade 9.95/10 during last two years of high school: **Honors** mention.

VOLUNTEERING

Sept 2018-May 2020 **PRESIDENT (former COMMUNITY DEVELOPMENT COORDINATOR and COMMUNICATIONS DIRECTOR)** of the School of International Service Graduate Student Council (SIS GSC) **Washington, D.C. (US)**

→ **Led** the SIS GSC (20 ppl.) and **overseeing** committees, events, financing, regulations...

→ **Increased representation** for online and intl students, and **collaboration** across schools.

→ **Students representative** towards Faculty, staff and external parties.

→ **Crisis communications responsible** (defending students' interests during the COVID-19).

May 2017 **COMMUNICATIONS ASSISTANT** at SEU Congress 2017 **Dublin (IRELAND)**

Oct 2015 **CONGRESS ASSISTANT** at SIETAR Austria Conference 2015 **Vienna (AUSTRIA)**

May 2015 **CONGRESS ASSISTANT** at SIETAR Europa Congress 2015 **Valencia (SPAIN)**

PUBLICATIONS

Cabrera Cuadrado, Carla; Covarrubias Venegas, Barbara; Miller, Steve. (2018). **Up in the Cloud? Trust and Teambuilding for Virtual Teams**. *SIETAR Europa Intercultural Training Tool Kit*. 62-63

Cabrera Cuadrado, Carla (2019). **Can remain voters influence the Brexit deal?** *Journal of International Affairs*. Columbia University. Oct 2019. [Link](#)

References are available on request.