SAMANTHA LOVARI

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PROFESSIONAL SUMMARY

Returned Peace Corps Volunteer and dedicated professional with over six years of administrative experience in a non-profit and higher education environment, working with internal and external stakeholders across leadership levels. Pursuing a Master’s degree in Global Sustainability with a passion and focus in Food Sustainability and Security.

* Executive Calendar Management
* Proficient in Microsoft Suites
* Event Production & Management
* Process Improvement
* Adaptability & Flexibility

SKILLS

* Grant Writing & Revisions
* Travel Coordination
* Donor & Client Relations
* Strong Organization Skills
* Excellent Interpersonal Communicator

WORK HISTORY

**Contracts Assistant** 10/2020 to Current

**USAID – Office of Transition Initiatives (PAE/Macfadden)** – Remotely

* Monitors upcoming PSC actions and deadlines, and ensures all assigned contracts/tasks are completed in a timely manner.
* Ensure compliance with the FAR, AIDAR, and ADS policies and regulations.
* Maintains electronic and hard copy files and systems this includes contracts, security clearances, medical clearances, and SAM documentation.
* Serves as a point of contract for PSCs to ensure consistent messaging and information is being provided.
* Manages complex and detailed projects for the Contracts team by ensuring budget adherence and timely delivery.
* Coordinates changes to PSC contract agreement which might occur during contract lifetime.

**Maternal & Child Health Promoter** 8/2019 to 3/2020
**Peace Corps** – Lusaka, Zambia

* Founded a self-sustaining community grants committee to raise funds for educational and health projects.
* Educated community leaders and stakeholders on the Peace Corps grants process.
* Partnered with NGOs to secure resources for a safe motherhood shelter.
* Performed need assessments in village schools and clinics which included conducting in depth interviews with staff, patients, and community leaders.
* Compiled extensive data collection on community health to establish a baseline for the need assessment.
* Traveled to distant areas of the community with clinic staff as part of outreach to perform health inspections and provide recommendations of improvement.
* Performed bed net checks in resident’s sleeping area as well as administered malaria tests.
* Received extensive health and language training for the region regarding HIV, gender, malaria, TB, nutrition, hygiene, and pre/postnatal.

**Project Coordinator & Receptionist** 6/2017 to 11/2017
**The Jeffrey Modell Foundation** – New York, New York

* Handled grant proposals for large projects and collaborated with the CEO on processing approvals.
* Planned and coordinated logistics and materials for board meetings, committee meetings and staff events.
* Ordered and distributed office supplies while adhering to a fixed office budget.
* Greeted numerous visitors, including VIPs, vendors and interview candidates.
* Maintained a clean reception area, including lounge and associated areas.
* Assessed urgency and priorities before accepting or declining appointments and meetings with the CEO.

**Staff Assistant** 2/2016 to 5/2017
**University of South Florida – Information Technology** – Tampa, FL

* Planned multi-scale events. This included fundraising, vendor coordination, and decoration. Raised over $4,000 in giveaways and donations for 1000+ employee appreciation event.
* Responsible for coordinating domestic and international travel arrangements, including booking airfare, hotel, and transportation.
* Handled all travel authorizations and expense report for all current travel.
* Handled scheduling for members of the senior leadership team including Assistant Vice Presidents and CIO.
* Answered and managed incoming and outgoing calls for the CIO / Vice Presidents and handling each request appropriately and professionally.

**Staff Assistant** 5/2013 to 2/2016
**University of South Florida – School of Physical Therapy** – Tampa, FL

* Coordinated travel arrangements for staff, guests, and speakers.
* Responsible for scheduling and maintaining the Director and leadership team’s calendar for the School.
* Supported purchasing requirements for the department, researched items & obtained price quotes, entered information into the university system, received purchase orders and maintained procurement documentation as required.
* Assisted and coordinated School luncheons and compiled material for related on and off-site meetings.
* Acted as a liaison and maintained open lines of communication among faculty, staff, and the Director of the School to ensure proper communication and reporting practices.
* Assisted in planning all School events by establishing budgets and choosing venues; negotiating with suppliers, vendors, and entertainers.

EDUCATION

**University of South Florida Tampa, FL**
Bachelor of Arts – General Studies, Business Concentration May 2019

Graduate Certificate – Global Sustainability Expected Completion December 2021

REFERENCES

Available upon request.