

JACQUELINE MACIAS FIELDS, PHR

(703) 823-1269 (messages only)

011-974-616-3091 (cell phone)

SUMMARY OF QUALIFICATIONS

Results-oriented manager with extensive international experience in strategic human resources management, personnel administration, recruitment, project, operational and financial management, and training facilitation with strong interpersonal skills.

EDUCATION

Masters of Business Administration, Jackson State University, Jackson, MS 1994.

Bachelor of Science (International Management), University of Vermont, Burlington, VT 1989

PROFESSIONAL EXPERIENCE

DEVELOPMENT SOURCE, LLC, Washington, DC (USA)/Accra (Ghana)/Doha (Qatar) March 2006 - present
Managing Partner/Senior Consultant

Founder and managing partner of Development Source, LLC, offers 15 years of recruiting experience in the international development sector. Provides leadership in global HR management and recruiting of expatriate, local, and third country staff. Partners with organizations to fill key executive positions, win contracts/grants in the international development sector, and address staffing needs throughout project life cycles.

CLIENTS

WORLD VISION INTERNATIONAL –

Africa International Staff Solutions (ISS) Manager Executive Recruiter (April 07 – present)

ISS Specialist for W. Africa and Middle East and Eastern Europe (January 07 – April 07)

International Staffing Solutions Specialist for West and Southern Africa (June 06 – January 07)

BROADREACH

JHPIEGO

FUTURES GROUP, Washington, DC

Director of Program Operations

April 2005 – April 2006

Responsible for the portfolio of international health projects and initiatives in over 15 countries, and for serving as the central internal and external contact person for all operational issues associated with the administrative and management support of programs. Provide leadership in project implementation, administrative and management activities, and human resource management of local and third country national (TCN) staff. Preparation and implementation of field assessments; adhere to quality assurance plans; and provide financial analysis and operational support related to the day-to-day operation and management of contracts. Serve as the focal point for all operational issues and establish policies and procedures as needed.

Director of Human Resources and Operations

January 2004 – April 2005

Director of Human Resources

January 2002 – January 2004

Lead the office and strategic implementation of the global human resources and facilities management functions. Exercise prominent role in influencing organization objectives, strategy, and operations with respect to the utilization of human resources. Collaborate with business development, finance, and technical Centers of Excellence. Responsible for recruitment (including key responsibility for identifying, selecting, and hiring staff in DC, NC, CT and international field staff), compensation, benefits, performance appraisal process, employee advocacy, and employee relations. Primary

responsibility for establishing HR programs and policies that contribute to the company's ability to recruit, develop, and retain and reward the workforce.

Recruitment Manager

July 2000 – December 2001

Established recruitment processes and strategies and implemented a computerized recruitment system (inclusive of a web based database).

UNITED STATES PEACE CORPS, Washington, DC

September 1998 – July 2000

Overseas Staff Support Specialist

Primary personnel officer supporting staff in 23 countries (Europe, Mediterranean, Asia – EMA Region).

Responsibilities included:

- Recruitment of U.S. overseas direct-hire staff below the level of Country Director.
- Provide full personnel support for all American overseas staff.
- Advising on human resource issues affecting local Foreign Service national (FSN) staff.

CATHOLIC RELIEF SERVICES, Baltimore, MD

Recruitment Outreach Manager

August 1997 – September 1998

Assigned to develop new recruitment strategy to enhance agency's diversity.

Accomplishments included:

- Developed and implemented new outreach activities with selected universities to improve the agency's geographic, ethnic, and gender diversity.
- Recruited and placed two classes of 20 interns into overseas management track positions - 80% accepted into full career positions.
- Established new relationships and program partnerships with selected universities, professional organizations and institutions.
- Organized briefing for new overseas employees orienting them on pertinent personnel policies and procedures, allowances, medical, and educational benefits.
- Also responsible for recruitment, hiring, compensation management and job classification for regular agency staff.
- Daily supervision of recruitment unit.

Analyst for Central America and the Caribbean Regional Office

November 1995 – August 1997

Primary analyst responsible for providing operational support for the agency's programs in Haiti, Dominican Republic, Cuba, Guatemala, Honduras, El Salvador, Nicaragua, and the Eastern Caribbean.

Responsibilities included:

- Ensuring adequate technical analysis and resolution of all social, economic, and technical issues affecting project implementation.
- Serving as program liaison/grants manager with United States Agency for International Development (USAID) and United States Department of Agriculture (USDA) for Child Survival and Food for Work Projects.
- Managing regional training and capital equipment budget line items.

OPPORTUNITIES INDUSTRIALIZATION CENTER, Bouake, Cote D'Ivoire

September 1994 – September

1995

International Foundation for Education and Self-Help (IFESH) Management Fellow

- Assist in mobilizing additional funding to support the continuation of a vocational training center.
- Participate in recruitment activities for the first Women's Agricultural Training Program.
- Provide computer software training (WordPerfect and Lotus) to accountants and resource development staff.

ACADEMY FOR EDUCATIONAL DEVELOPMENT, Managua, Nicaragua

June 1994 – August 1994

Interim Training Analyst

Assigned to assist AED's Nicaragua country program.

- Participated in recruitment and selection process for USAID Third Country Masters Degree scholarship candidates.

- Assisted in organizing pre-departure orientation for Nicaraguan Mayors participating in short-term training project.
- Assisted in the follow-on evaluation for the Mayor's project.

MISSISSIPPI CONSORTIUM FOR INTERNATIONAL DEVELOPMENT, Jackson, MS

Director of Finance and Administration

August 1991 – June 1994

Accomplishments included:

- Implemented a new fully integrated computer accounting system to accommodate the organization's increased revenue – from \$250,000 to \$1,000,000 over 3 years
- Successfully managing accounts receivables, accounts payables, and payroll for the organization; overseeing financial administration and assuring the highest financial accountability for more than 35 individual projects.

Logistics Manager

Also responsible for supervising project implementation for USAID training projects including: Guatemala Women Artisans

Business Skills Training, El Salvador Community Development Promoter Training, South African Career Fellows Program, Russia Financial Planning and Management for Non-Governmental Organizations (NGOs), Pakistan Poultry Production and Management, Guinea Women in Development Training Project, and Ecuador Women Agricultural Leaders.

PARTNERS OF THE AMERICAS, Essex Junction, VT

Training Associate

January 1990 – June 1991

Administrative Assistant

September 1989 – January 1990

Organized USAID funded short term training courses (business and farm administration and environmental education) for Honduran nationals. Responsible for supervision 2-3 support staff, arranging home stays, field visits, and technical workshops.

JOB RELATED TRAINING

SHRM Preparation Training - 2001

Foreign Service (FSN) Personnel Classification and Compensation – 1998

Staffing for the Personnel Management generalists in Government – 1998

LANGUAGES

English/Spanish: Native speaker; French: Good communication skills.

TRAVEL/STUDY/WORK ABROAD

Bahrain, Qatar, Swaziland, Costa Rica, Kenya, India, Cuba, Uganda, South Africa, Tanzania, Mexico, Ukraine, Seychelles, Jamaica, Haiti, Dominican Republic, El Salvador, Cote D'Ivoire, Liberia, Nigeria, Togo, Niger, Senegal, Honduras, Ghana, Guatemala, Nicaragua, Barbados, France, Switzerland, and Canada.