**Andrew Michael Gaydos**

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**PROFESSIONAL HIGHLIGHTS:** Project manager with over four years of experience developing and managing international and national public health programs specializing in HIV/AIDS and public health service provisions. Excel at project-specific technical documentation including maintaining project trackers, developing technical review sheets, and implementing project file repository systems. Led translation of sub-partner agreements and reports to and from French and English.

# WORK Experience

**Management Sciences for Health**

Project Associate Jul 2015-Nov 2017

* Let translation of six work plans (French to English) and four work plan narratives (French to English) on HIV/AIDS focus group of 120 members across 25 countries
* Coordinated the development and execution of legal contacts to support initiatives combating Female Genital Mutilation (FGM) totaling $60,000 USD.
* Led development and translation of 14 Program Cooperation Agreements with local partners in Mali.
* Led transcription of 20 interviews from French to English under project in Cote d’Ivoire.
* Led translation of 20 interviews with Francophone partners in West Africa for governance project.
* Led transcription of three video interviews with Mali based technical staff.
* Led home office operational and administrative support to 18 international public health projects.
* Provided distance support to conduct a needs assessment of 100 hospitals effected by Hurricane Matthew in Haiti, including developing assessment tool and reviewing results.
* Managed development, review, and finalization of quarterly technical reports for six projects in Southern Africa (Lesotho, South Africa, Zimbabwe).
* Managed the development and translation of quarterly reports for four Francophone projects.
* Led the updating Information pages for assigned projects (14 countries, 12 unique projects).
* Compiled data on organizational past performance from three Mali-based projects (two funded by USAID, one funded by the UN) for use in six new UN-funded project proposals worth over $500,000 USD in funding. Successfully received UN approval for four out of six proposals, for a total of $350,000 USD in additional funding.
* Provided technical and copy edit support to four projects to develop, edit, and finalize activity communication pieces (six success stories, five blog posts).
* Provided in-person technical and administrative support to six projects in Mali to develop project Communication Plans.
* Conducted activity review of USAID-funded project in Lesotho for a RCT SRH/HIV project.

**United States Peace Corps**

Teaching English as a Foreign Language (TEFL) Volunteer Apr 2013 - Mar 2015

* Taught English at two local high schools (grades 6-10, approximately 450 and 130 students, respectively).
* Coordinated teacher inputs into English evaluation level plan of 250 students from grade 7 through 10.
* Learned local language (Fulfulde) and worked with community to identify potential projects.
* Implemented projects including HIV/AIDS Mural at school, soap-making IGA demonstrations and collaboration mural project on time, on budget.
* Led a project to develop a community library, raising over $15,000 USD in financial and in-kind contributions.
* Conducted five HIV testing clinics in village and surrounding area, including first testing clinic day in village. Over 5,00 individuals tested across two villages.

**CREDO SuperPAC’s Campaign to Take Down Allen West**

Field Organizer Feb 2012-Nov 2012

* Supported the Regional Director to update voter database on a nightly basis, supporting project staff to grow online database to over 120 active volunteers.
* Support campaign staff to upload, update, and monitor voter and volunteer information using NationBuilder online software.
* Trained volunteers in phone banking and canvassing best practices.
* Organized territory (St. Lucie County), planned and conducted meetings with county leaders.
* Recruited and maintained a solid volunteer base using online platform NationBuilder.

Mill Creek Watershed Council of Communities May - August 2009

Research Intern

* Updated membership lists
* Maintained website maintenance
* Coordinated fundraising events, corporate communications

# Education

Honors Bachelor of Arts, History 2011

Major: Philosophy, Political Science, and Public Program

Minor: French, Political Science

Xavier University, Cincinnati, OH

# SPECIAL SKILLS AND ACCOMPLISHMENTs

* Microsoft Office (Excel, Office, Power Point)- Advanced Level
* Project Management (implementation, evaluation, close-out)- Advanced
* Microsoft Project-Advanced
* French Language Proficiency; translation (French-English, English-French)-Advanced Level
* Additional Languages; Fulfulde (oral fluency, written Intermediate-High), Arabic (beginner level oral and written skill),Spanish (beginner level oral, intermediate level written)
* Certified Project Management in Development Professional (PMD Pro), Level 1, May 2016
* Co-author and contributor, “Leadership, Development Program Plus (LDP+) Pilot Implementation: Gaza Province, Mozambique Assessment Report: February-October, 2015”, published on the Elizabeth Glazer Pediatric AIDS Organization (EGPAF) website
* Certified Nation Builder expert