

JENNIFER HOPFENSBERGER

CONTENT CREATOR

INTRODUCTION

I am an experienced writer and seasoned project manager who has worked for international organizations. I am able to generate unique and engaging concepts and content that convert.

PROFESSIONAL EXPERTISE

Writing and Editing
Research
Project Management
Financial Management
Budgeting
Planning
Communication Skills
Client Relations

CONTACT DETAILS

Email: jhopfensperger@gmail.com
Skype: [jhopfensperger63](https://www.skype.com/people/jhopfensperger63)

PUBLICATIONS

THE PULSE OF YOUR THOUGHTS
Upcoming book | May 2020

CERTIFICATIONS

GOOGLE

- The Fundamentals of Digital Marketing, August 2019
- Google Ads Display, September 2019
- Google Ads Search, October 2019
- Google Ads Video, October 2019

HUBSPOT ACADEMY

- Content Marketing, September 2019
- Inbound Marketing, September 2019
- SEO: Building Sustainable Traffic for Business Growth Training, September 2019
- Social Media, September 2019
- Email Marketing, September 2019

EXPERIENCE

AUTHOR & FREELANCE WRITER

Independent | July 2010 - Present

- Co-authored upcoming book on mindfulness, meditation, and self-empowerment.
- Ghost-wrote autobiographical book for a spiritual teacher and healer.
- Co-wrote three alternative healing (Reiki) training manuals.
- Drafted website content for a small business.
- Edited and posted video and audio content for YouTube and Facebook.
- Compiled and edited tools and meditations to reduce stress and to enhance the well-being of cancer survivors and others.

MINDFULNESS BLOGGER

Independent | December 2019 - Present

- Author content on mindfulness to promote greater well-being and inner peace on WordPress: [The Pulse of Your Thoughts](#).
- Use humor to open minds and to introduce metaphysical concepts.
- Aim to entertain, educate, and empower, while building a sense of community.

PERSONAL SKILLS

Creative
Open-minded
Flexible
Analytical
Attentive to Detail
Organized
Problem-solving
Time Management
Strong Interpersonal Skills
Empathy
Team Player
Active Listener

REFERENCES

Zarko Draganic - zdraganic@blumont.org
Chief of Party, Blumont

Carmenza Becerra - 202.997.9442
VP - Programs, Blumont

John Hardies - hardiesj18@yahoo.com
Sr. Program Manager, Blumont

PROGRAM ANALYST

Blumont | December 2015 - January 2020

- Managed \$25 million project to promote girls' education and women's empowerment in Pakistan.
- Oversaw \$61 million peacebuilding project in West Africa to provide social media training, empower youth, and strengthen governance.
- Prepared and edited quarterly and final reports, work plan narratives, website content, background papers, briefings, and presentations.
- Co-authored Final Report for a six-year project.
- Provided research and analysis on programmatic areas.
- Co-designed a locally driven, social media counter-messaging training.
- Established and managed client relationships and expectations with project performance.
- Collaborated with field team to identify project requirements; determined scope of work, budget, specific deliverables, and timelines.
- Reviewed, provided feedback, and troubleshoot field team's work.
- Analyzed constraints in achieving programmatic goals and develop recommendations.

PROGRAM OFFICER – ASIA

National Democratic Institute of International Affairs | February 2009 - December 2013

- Provided programmatic management for international democracy promotion projects.
- Regularly drafted and edited documents, including quarterly and final reports, annual work plans, talking points, briefing memos, and publications.
- Drafted, edited, and updated project descriptions for website and external audiences.
- Served as team member in proposal and budget development, totaling to \$50 million.
- Prepared budgets and updated financial projections for multiple projects.
- Managed and mentored junior staff and interns.
- Established and maintained relations with political partners; representatives from USAID and State Department; and donors and program beneficiaries.
- Represented NDI at events and meetings locally and internationally.

ACADEMIC HISTORY

THE GEORGE WASHINGTON UNIVERSITY, ELLIOTT SCHOOL OF INTERNATIONAL AFFAIRS

Political Psychology Graduate Certificate

- September 2009 - May 2012

UNIVERSITY OF MINNESOTA, HUMPHREY INSTITUTE OF PUBLIC AFFAIRS

Master of Public Policy – International Affairs & Foreign Policy

- September 2004 - May 2006

UNIVERSITY OF MINNESOTA, COLLEGE OF LIBERAL ARTS

BA – International Relations, Minor – French

- September 1996 - June 1999