

# Ivana Griacova

Washington, DC

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## Work Experience

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### Halifax International Security Forum, Washington D.C., Program Assistant September 2011 – present

#### *2011 Halifax International Security Forum*

- Helped coordinate and manage more than 300 high level participants during the Annual Halifax International Security Forum
- Successfully managed relationships with high-level participants in a high stress and sensitive environment
- Liaison with public relations firm to ensure smooth coordination with press
- Assisted in preparing and disseminating Forum communications materials including RSVPs and invites
- Helped develop and maintain contact database for the Forum
- Financial project management

#### *Ongoing responsibilities*

- Manage sub-contractors and financial documents
- Help implement HR and financial policies of the organization
- Responsible for office management

### Office of International Programs, Florida Atlantic University, Graduate Assistant

September 2009- May 2011

- Served as first point of contact for students and offered expertise on studying abroad
- Helped study-abroad coordinators and director in daily duties
- Responsible for marketing programs and presented at fairs and university events

### Embassy of Slovakia, Washington D.C., Intern

2010

- Assisted at the political, cultural and consular section of the Embassy
- Helped organize cultural events
- Prepared official correspondence and drafted translations
- Attended meetings of the EU, NATO, Congress and the State Department

### Permanent Mission of Slovakia to International Organizations, Vienna, Intern

2009

- Attended meetings of the OSCE and the UN
- Coordinated meetings of EU member states and helped draft joint EU position documents
- Prepared informational reports from meetings

### Transparency International Slovakia, Bratislava, Intern

November 2007- April 2008

- Translated documents, assisted organization president with projects and helped collect data
- Helped create the 2007 Annual report
- Wrote chapter entitled “Recommendations- How to Structure Grant Decision Process” (Slovak: Odporúčanie- Ako štruktúrovať rozhodovanie o prideľovaní dotácií). In: *Additional Value of Transparency*, ed. Sičáková Beblavá, E., & Pavel, J., (Ed.), (Slovak: *Pridaná hodnota transparentnosti*)

## Education

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<b>M.A.</b>	<b>Political Science</b> <b>Florida Atlantic University, USA</b>	<b>2011</b>
<b>M.A.</b>	<b>European Studies (International Relations)</b> <b>Comenius University, Slovakia</b>	<b>2011</b>
<b>B.A.</b>	<b>European Studies (International Relations)</b> <b>Comenius University, Slovakia</b>	<b>2008</b>

## Languages

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Slovak (native), English and Czech (fluent), German (proficient), French (basic)

## Technology Skills

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Proficient user of Microsoft Word, Excel, PowerPoint, Access, and Outlook; Adobe; Apple Products; Experience with custom-made contact and event database; Experience with research programs and Refworks