

**ISADORA VIGIER DE LATOUR**  
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## EXPERIENCE

- June 09 – Present **AMERICAN UNIVERSITY** Administrative Assistant, Language and Foreign Studies *Washington D.C.*
- Providing administrative support for the department faculty and staff including ordering text books desk copies and supplies, updating faculty profiles, and syllabi every semester.
  - Maintaining and updating the department's website content
  - Organizing Open House and Preview Days for incoming and prospective students
  - Processing all Undergraduate and Graduate Certificate applications
  - Maintaining the Language and Foreign Studies email account and responding to all inquiries
- April 08 – June 09 **ASIAN DEVELOPMENT BANK (ADB)** Assistant to Deputy Resident Director *Washington, D.C.*
- Organizing conferences and meetings on Climate Change, ADB's Future Carbon Fund, Accountability Mechanism and Results Management
  - Providing full logistical, general office support including accounting work and assisting Senior staff visiting Washington D.C. from ADB headquarters
  - Assisting in the coordination of the World Bank and IMF Annual and Spring Meetings for ADB staff and producing materials for ADB outreach in U.S. and Canada
  - Handling all arrangements for video-conferencing interviews for external candidates
  - Research related work on United Nations Agencies, US Treasury, and Capitol Hill in relation to Asia and the Pacific
  - Negotiating Corporate Rate Agreements with hotels throughout the U.S and Canada for ADB staff
  - Maintaining contacts database for U.S and Canada
  - Office maintenance including ordering publications, supplies, assisting in office technology and monitoring office equipment inventory
- Sep 07 – Dec 07 **INTERNATIONAL MONETARY FUND** Temporary Assistant Russian ED Office *Washington, D.C.*
- Assisting in the preparation of the World Bank and IMF Annual Meetings
  - Office coordination including filing, mail distribution, ordering supplies and editing documents
- Jul 07 – Aug 07 **UNIVERSIDAD CEU SAN PABLO** Summer Classes *Madrid, Spain*
- Jan 07 – June 07 **XM SATELLITE RADIO** Assistant to Vice President of Investor Relations *Washington, D.C*
- Coordinating and organizing logistics for conferences, meetings and travel itineraries
  - Research related work on other entertainment companies including analysis and comparison
  - Assisting in Earnings Call and Board of Directors preparation
  - Direct communication with the company's major shareholders and investors
- Sep 06 – Dec 06 **WASHINGTON OFFICE ON LATIN AMERICAN** Intern *Washington, D.C.*
- Assisting project supervisor on the situation in Bolivia, including press summaries, participating in relevant conferences and translating documents
  - Contacting members of the Hispanic press to cover San Salvador conference on youth gangs
  - Follow-up calls to members of Congress encouraging the co-sponsorship and signatures of relative resolutions and letters
- June 03 – Aug 03 **UNICEF** Summer Intern *Mauritius*
- Attending and organizing workshops for disadvantaged women and children of Mauritius and Rodrigues Island, writing reports, PowerPoint presentations

## EDUCATION

- 2008 – 2009 **AMERICAN UNIVERSITY** *Washington, D.C.*
- Masters Certificate in Spanish Translation
- 2002 – 2006 **WASHINGTON COLLEGE** *Maryland, U.S.A.*
- BA in International and Hispanic Studies (Latin American concentration) *Cum Laude*
- 2004 Study Abroad as part of **Washington College** International Studies requirement
- **Universidad San Francisco de Quito**, Ecuador. Cultural Exchange program (August – December 2004)
  - **Universidad Antonio de Nebrija**, Madrid. Hispanic Studies course (February – June 2004)

## LANGUAGES

- English (Native), French (Native), Spanish (Fluent), Creole (Mauritius dialect)

## ADDITIONAL INFORMATION

- Strong knowledge of Microsoft systems: Word, PowerPoint, Excel, Outlook, Lotus Notes, Internet
- Hispanic Studies and Political Science Honor Societies, International Student Award
- Member of Model United Nations, 1999 – 2006. Participated in international conferences