
Key areas: Stakeholder Management | Advocacy and Communications | Project Coordination | Event, Meeting and Travel Planning

Nicole is a global health and development professional with extensive experience in communications, advocacy and project coordination. Nicole has worked for a decade in the fights against malaria and neglected tropical diseases in coordination roles for non-profits including NGOs, a global partnership and a parliamentary group. Nicole brings to Bridges her extensive experience in stakeholder engagement, event planning and delivery and strategic communication management, ensuring seamless delivery across all channels and activities.

Professional Experience

Bridges to Development, Remote

(2021 – present)

Project Coordinator

Supporting on a variety of projects including supporting countries with malaria and NTD program integration, a virtual training program and advocacy on female genital schistosomiasis (FGS), communications for the FGS Integration Group (FIG), the RBM Partnership to End Malaria governance review and organisational operations. Roles include supporting team travel and event planning, communications and advocacy, data analysis and reporting, preparing presentations and stakeholder engagement.

All-Party Parliamentary Group on Malaria and Neglected Tropical Diseases (APPMG),

UK

(May 2018- May 2020)

Coordinator

Working alongside the APPMG Chair and Officers to raise the political and policy profile of malaria and neglected tropical diseases (NTDs) with UK policy and decision makers. This role involved coordinating with a variety of stakeholders and global leaders in the fights against malaria and NTDs and welcoming them into UK Parliament to share their knowledge and passion to ultimately create more champions for UK Aid to continue to invest in the fight against these deadly diseases. As the sole administrator/coordinator of the group, the role covered many aspects including: coordination of large public facing meetings; small briefings for Parliamentarians; delegation trips to Uganda and Tanzania; collaboration and strategic consultation with other international development/global health focused APPGs and external organizations; report writing; collaboration and stakeholder management with the UK malaria and NTD communities; preparation of speech remarks, policy briefings and advocacy letters to Parliamentary targets; financial reporting, relationship & contract/ MOU management with financial donors, work-plan development and annual report writing; management of social media and website updates and regular communications with Parliamentary members as well as external stakeholders.

Sightsavers, Haywards Heath, UK

(April 2015 – April 2018)

Project Assistant, Uniting to Combat NTDs Support Centre (Gates Foundation grant)

Originally recruited for a 4 month secondment to support with two major events (side event at the 68th World Health Assembly and 3rd Progress Report Launch), this became a permanent role, with additional responsibilities as the project assistant to the Support Centre. In addition to event coordination, a key focus of this role was acting as primary point of contact for the working groups and leading the facilitation of key stakeholders including high level representatives from the various sectors including the World Health Organisation, private and government funders, pharmaceutical industry, academia/ research, and NGOs.

Facilitating the working groups also involved the organisation of meeting logistics, minute-taking, circulation of reference documents and reports and tracking action lists. Daily responsibilities also included supporting the internal team and director with administrative project cycles including liaising with internal and external contacts and suppliers to ensure that key deliverables are produced and coordination of travel for Uniting team members and sponsored partners. Responsibilities also included website maintenance and production of communication materials and, working with the internal finance department and the director, supporting with financial forecasting, planning and reporting and handled the processing of expense claims and supplier payment schedules and partner invoices.

Operations Intern and Corporate Services Coordinator June 2014-April 2015

A multi-disciplinary and supportive role, responsibilities included serving all staff at Sightsavers headquarters and overseas offices with reception and meeting/ event support, health and safety and induction for new starters, accounts payable, maintenance of premises and office management, and level one IT support on a service desk. This role progressed from intern into a coordinator role focused on travel booking for Sightsavers employees.

Education & Awards:

Bachelor of Arts Degree with Honours, York University, Toronto, Canada (2013)

Summa Cum Laude

Majors: International Development and Latin American and Caribbean Studies

- International Study Exchange, Universidad de Tarapaca, Arica, Chile (2012)
Courses focused in anthropology, history and development in the Spanish language

Associate of Arts Degree with Distinction, Langara College, Vancouver, Canada (2010)

Specializing in Latin American and Caribbean Studies

Latin American and Caribbean Studies Book Prize, York University 2010-2011 & 2011-2012

Member of Dean's Honour Roll, York University- Cumulative grade point average of 8.00+.

Languages

Spanish- Fluent

French- Intermediate