

## Relevant experience

### Save the Children

Indonesia / Kyrgyzstan / Côte d'Ivoire / Japan

#### Reporting and Communications Specialist / Media Manager

2009 - 2011

Managed information sharing, reporting, communications and media relations related to the emergency responses in West Sumatra, southern Kyrgyzstan, western Côte d'Ivoire, and Japan.

#### Coordination, fundraising and reporting:

- Prepared weekly situation reports for Save the Children, sector clusters and UN OCHA.
- Coordinated the production of reports for donors including DFID, the EU, the UN and USAID.
- Wrote grant proposals and followed up with donors.
- Produced end of project reports for the Save the Children headquarters.

#### Communication:

- Wrote case studies, feature stories, staff profiles and blog posts.
- Produced photo essays.

#### Media relations:

- Acted as a spokesperson in English, French and Spanish. Provided media training to team members.
- Reached out to international media and organized field visits to programs and beneficiaries.
- Responded to media queries and liaised with Save the Children's head offices.

### Mercy Corps

Sudan

#### Communication and Information Manager

2007 - 2009

Created and executed a comprehensive communication strategy for Mercy Corps Sudan.

#### Internal communication:

- Supported the merger of northern and southern Sudan programs, and assisted in managing organizational growth. In 2008, budget went up from 48 to 127 million dollars, and Mercy Corps reached 25 offices and 600 staff. Contributed to the integration of diverse and remote teams.
- Gave support to programs and operations in Darfur, southern Sudan, and the three transitional areas (Abyei, Blue Nile and Southern Kordofan), involving frequent travel to field sites. Assisted programs focusing on civil society capacity-building, economic development, and humanitarian assistance.
- Took an active role in the development of the nascent Information Management Unit. Worked with team members to find innovative solutions in the confluence of communication, ICT and M&E.
- Managed three Communication Officers (two international, one national). Increased the capacity of the national counterpart, through mentorship and specialized trainings.
- Set up information management systems. Researched and tested possible server and file-sharing technologies. Introduced collaborative workspace solution Microsoft Groove and trained staff.
- Improved internal communication. Analyzed and clarified information flows across departments.
- Facilitated information sharing and dissemination. Compiled, catalogued, updated, and gave easy access to contact lists, maps, news, policy papers, reports, email groups, and online resources. Compiled and organized a digital library with proposals, reports, and documentation of all grants.
- Designed, edited, and published an internal newsletter for staff and partners.
- Conducted trainings for staff on effective communication, productivity, report writing, and IT.

#### Policy and external communication:

- Wrote press releases, articles, and feature stories. Maximized usage, submitting them to donors, media outlets, websites, sector mailing lists, ReliefWeb, and AlertNet.
- Responded to information requests from national and international media. Networked with Khartoum-based newspaper editors to encourage positive coverage of humanitarian activities.
- Contributed to advocacy strategy to improve humanitarian access in Darfur. Coordinated with NGOs and UN agencies for joint policy, public relations, and public information initiatives.
- Assisted in writing, editing, and ensuring the overall quality of proposals, progress reports, annual plans, and resource mobilization documents. Worked with grants from the EU, the UN, and USAID.
- Created and updated fact sheets, program overviews, memos, talking points, maps, orientation packages, presentations, and other marketing and fundraising materials.
- Improved compliance with donor and organizational marking and branding requirements. Created templates and guidelines. Produced quality banners, business cards, ID cards, leaflets, letterhead, posters, signboards, stickers, t-shirts, and other materials.
- Photographed program activities and documented beneficiary stories with quality photo essays.
- Created, organized, and developed a fully-searchable photo library holding 10,000+ images.
- Organized field visits from donors, head office staff, and celebrities. Supported event planning.
- Contributed to information sharing and coordination with UN OCHA during emergencies.

- Fundamental Photographs** **New York, NY, USA**  
**Photo Researcher** **2007**
- Researched photo requests from magazines and book publishers in the image database.
  - Scanned, edited, cataloged and keyworded images to be included in the stock library database.
- Partnership for Higher Education in Africa, New York University** **New York, NY, USA**  
**Consultant – Education** **2007**
- Wrote summaries of the organization’s publications, relating to African universities.
  - Updated the records in the Partnership’s contacts database and improved its functions.
- James Nachtwey Studio** **New York, NY, USA**  
**Assistant – War photography studio** **2006 - 2007**
- Provided administrative, creative and technical support to well-known war photographer.
  - James Nachtwey is a contract photographer with Time Magazine and one of the founding members of the photo agency VII ([www.viiphoto.com](http://www.viiphoto.com)).
- Oxfam America** **Boston, MA, USA**  
**Volunteer – Resource Development department and Private Sector Team** **2005 - 2006**
- Conducted research and drafted case studies on the rights-based approach to development, to get lawyers involved in pro bono work and to improve Oxfam’s capacity to engage in advocacy.
  - Supported the launch of the Private Sector Team, through research on NGO-corporate partnerships, the benefits of corporate social responsibility, and the nexus between human rights and business.
- UNICEF Kenya** **Nairobi, Kenya**  
**Intern – Communication, Partnerships and Child Participation** **Summer 2005**
- Advised and gathered information for the forthcoming launch of the UNICEF Kenya website.
  - Defined the overall structure and sections, prepared texts and edited photographs.
  - Drafted, coordinated and monitored donor reports for governments and private institutions.
  - Assisted in hosting UNICEF National Committees and Goodwill Ambassadors during field trips.
  - Collaborated in public relations with national and international media.
- Instituto Cervantes** **Paris, France**  
**Photographer – Cultural institution of the Spanish Government** **2003 - 2004**
- Provided photographic coverage of cultural events (theatre, lectures, concerts, exhibitions).
  - Organized and managed the graphical archive.
- Mission Locale Paris Centre** **Paris, France**  
**Researcher – European Voluntary Service (European Union)** **2002 - 2004**
- Conducted research on international mobility programs available to young people living in Paris (internships abroad, overseas employment, voluntary work and scholarships).
  - Created and published a 100-page guidebook compiling that information, which was distributed and used in all the structures of social services in the Parisian region.
  - Designed a website containing the practical information for every program.
- Agencia EFE News Services** **Bilbao, Spain**  
**Editor, in charge of the Close of Edition – Press agency** **2001 - 2002**
- Reported on breaking news occurring in the Basque Country during the evening, often involving emergencies and terrorist attacks.
  - Researched and wrote news bulletins, features and interviews.
- Cre & Com** **Bilbao, Spain**  
**Consultant and editor – Communication and public relations agency** **2001**
- Conducted market research and wrote news for an Internet start-up specializing in gastronomy.
- Cadena COPE** **Burgos, Spain**  
**Editor and newsreader – Radio station** **Summer 1999, Summer 2000**
- Wrote, edited and presented local and regional news programs.
  - Produced and recorded short slots and features.
  - Supported other tasks of the station: promotion, sound mixing, and recording of jingles.

## Education

**The Fletcher School, Tufts University**

**Master of Arts in Law and Diplomacy (International Affairs), May 2006**

**Medford, MA, USA**

**2004 - 2006**

- The degree included a semester of coursework at **Harvard University**, as a cross-registered student at the **Kennedy School of Government (KSG)**.
- Field of specialization: International development and humanitarian aid.
- Relevant coursework: Development and conflict, Humanitarian aid in complex emergencies International marketing, Non-profit management, Press and Public Policy, Public diplomacy.
- Thesis: "Supporting press freedom in a democratic Cuba: Recommendations for reform and media assistance."

**University of Worcester**

**One-year exchange – Erasmus / Socrates grant from the European Union**

**Worcester, UK**

**1999 - 2000**

- Main course of study: Political Science and Sociology of the Media.

**Universidad del País Vasco**

**BA in Journalism**

**Bilbao, Spain**

**1997 - 2001**

- The curriculum included courses on economics, graphic design, history, international affairs, language, law, management, marketing, media, political science and sociology.

## Languages

**Trilingual: English, French, and Spanish (native language).**

**Indonesian, Italian and Portuguese (fair).**

**Kiswahili (basic) and Arabic (notions).**

## Information technologies and multimedia

**Operating systems:**

- PC, Mac and Linux systems. Expertise in Windows 7 and Mac OS X.

**Office applications and desktop publishing:**

- Microsoft Office 2010 (Word, Excel, PowerPoint, Access, Visio) and FileMaker Pro 11.
- Quark XPress 9, Adobe Illustrator CS5, and Adobe InDesign CS5.

**Digital photography and imaging, audio production, and non-linear video editing:**

- Adobe Photoshop CS5, Adobe Photoshop Lightroom 3, and Photo Mechanic 4.
- Adobe Audition CS5 and Audacity 1.
- Apple Final Cut Pro X, Adobe Premiere Pro CS5 and Adobe After Effects CS5.

**Internet and information management:**

- Website design: Adobe Dreamweaver CS5, Adobe Flash CS5, and Adobe Fireworks CS5.
- Deployment and use of servers, file sharing tools, and collaborative workspace solutions: Microsoft Groove 3.1, Microsoft Office Groove 2010, Microsoft SharePoint, and FeedSync.
- Setting up and administration of content management systems (CMS), community websites, mailing lists, and blogs: Joomla, Drupal, Mambo, WordPress, and other Web 2.0 systems in PHP language.
- Promotion of websites: Optimization of placement on search engine results and Google page rank.
- Advanced Internet research tools: Internet Explorer 10, Mozilla Firefox 8, Microsoft Outlook 2010, Lotus Notes 8, search engines, and RSS news aggregators.

## Publications

**Books:**

- KNIGHT, Gary (ed.) and ROSENBLUM, Mort (ed.), 2007. *Argentina: From the ruins of a dirty war*. New York, NY, USA: de.MO.
- ORDÓÑEZ et al., 2004. *Mobilité Internationale: Le guide des jeunes Franciliens*. Paris, France: MLPC.

**Articles and features (Bilbao, ES, 2001-2002):**

- Published over 400 news pieces, through Agencia EFE.
- Wrote articles on current affairs concerning politics, economy, culture and society.

**Web (1999 to date):**

- Served as webmaster of several websites for organizations and music bands.
- Created, developed and maintained my personal website, [www.rodriego-ordonez.com](http://www.rodriego-ordonez.com)

**Photographs (Global, 1997 to date):**

- Shot a documentary feature about daily life in the shanty town Ocho de Mayo (Buenos Aires, AR).
- Published pictures in the magazines Cambio (Mexico, MX) and Transit (Tokyo, JP).
- Participated in collective exhibitions. Archive of over 15,000 negatives (film and digital).

## Interests and activities

- I am particularly interested in international reporting, documentary photography, freedom of the press, media development, humanitarian aid and human rights.
- I enjoy listening and talking to people, reading, creative writing, playing guitar, and traveling.