

ESTHER ANDREINA LUNA

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ABOUT ME

I am a political scientist with seven years of experience in political consulting, international relations, public relations, diplomatic relations, project management, project evaluation, and measurement. My professional trajectory has been marked by the adept coordination of multiple projects, engaging with no less than 5 international cooperation agencies concurrently. In this capacity, I have deftly navigated the complexities of leading diverse and multidisciplinary teams comprising up to seven individuals toward realizing collective objectives. Furthermore, a hallmark of my expertise lies in the formulation and execution of robust social projects, wherein I have exhibited an unwavering sense of responsibility, an earnest aspiration for optimal outcomes, and a profound appreciation for the power of collaboration. These qualities are the bedrock of my ability to consistently achieve and surpass my goals.

ACADEMIC BACKGROUND

BACHELOR'S DEGREE IN LEGAL, POLITICAL, AND ADMINISTRATIVE SCIENCES - MAJOR IN PUBLIC ADMINISTRATION

[Central University of Venezuela \(2015\)](#)

DIPLOMA IN GOVERNANCE, POLITICAL MANAGEMENT, AND PUBLIC MANAGEMENT

[Andrés Bello Catholic University - CAF \(2018\)](#)

DIPLOMA IN SPECIALIZATION IN PUBLIC AFFAIRS

[Institute of Advanced Management Studies - IESA \(2022-2023\)](#)

CERTIFICATIONS

PROJECT PLANNING

[Platzi \(2023\)](#)

PMBOK PROJECT MANAGEMENT

[Platzi \(2023\)](#)

SCRUM: FROM THEORY TO PRACTICE

[Udemy \(2023\)](#)

AGILE PROJECT MANAGEMENT

[Pontifical Javeriana University - Colombia \(2023\)](#)

WORKSHOP: "MANAGEMENT OF INDICATORS WITH A GENDER PERSPECTIVE"

[Netherlands Institute for Multiparty Democracy \(2022\)](#)

WORKSHOP: "WOMEN'S PARTICIPATION IN THE PUBLIC SPACE AND THE LABOR FORCE"

[Netherlands Institute for Multiparty Democracy \(2022\)](#)

INTERNATIONAL VISITOR LEADERSHIP PROGRAM (IVLP): "TRANSPARENCY AND ACCOUNTABILITY IN GOVERNMENT"

[Department of State - USA \(2017\)](#)

WORLD CONGRESS OF POLITICAL SCIENCE. MADRID - SPAIN

[International Political Science Association \(IPSA\) \(2012\)](#)

WORK EXPERIENCE

OPERATIONAL PROJECT COORDINATOR

[ONG País Plural \(June 2024 - Present\)](#)

- Coordinate and supervise operational activities.
- Planning and follow-up of the primary and secondary information gathering process.
- Planning and follow-up of operational activities.
- Continuously monitor and evaluate the implementation of operational activities.
- Data evaluation.

PROJECT CONSULTANT (FREELANCE)

[Non-Governmental Organizations \(October 2023 - Present\)](#)

- Strategic Planning.
- Formulation of humanitarian projects.
- Elaboration of budgets (+200K).
- Review of existing cooperation projects.
- Public relations with international cooperation agencies and Diplomatic Corps accredited in Venezuela.

EXECUTIVE PROJECT COORDINATOR

[NGO Compromiso Compartido \(2022-2023\)](#)

- Coordination of 8 social projects in vulnerable environments
- Strategic planning of the organization for the achievement of objectives
- Crafting over 15 international cooperation projects through meticulous formulation
- Diligently execution of Monitoring, Evaluation, Accountability, and Learning (MEAL) activities to enhance program effectiveness and impact
- Planning, coordination, and monitoring of the organization's weekly activities
- Supervision and coordination of over four multidisciplinary teams
- Compiling technical and narrative reports on international cooperation, presenting comprehensive insights and analysis of collaborative efforts
- Management of the organization's internal processes
- Designing and developing internal work methodologies
- Conducting over five weekly extensive analyses and assessments of significant national and international stakeholders
- Establishing and maintaining an NGO database that encompasses all the key figures relevant to the organization, ensuring its accuracy and currency
- Linking with over 20 local NGOs
- Connecting with Diplomatic Corps accredited in Venezuela

PROJECT SUPERVISOR

[NGO Compromiso Compartido \(May 2021-December 2021\)](#)

- Actively supported the organization's projects through supervision and planning
- Executed an in-depth process of Monitoring, Evaluation, Accountability, and Learning (MEAL)
- Prepared monthly technical/narrative reports on international cooperation

- Managed and coordinated multidisciplinary teams consisting of over five members
- Systematically mapped national and international entities along with influential key players
- Developed and maintained comprehensive domestic NGO databases encompassing over 100 influential figures
- Built bridges between the organization and the Diplomatic Corps accredited in Venezuela

OPERATIONS MANAGER

Presidency of the National Assembly of the Bolivarian Republic of Venezuela (2019-2021)

Management attached to the Directorate of International Relations.

- Provided political/international advice aimed at the strategy of the Presidency on International Relations issues
- Coordinated over 30 international activities/tours
- Planned strategic management for the achievement of objectives
- Bridged the gap between the Directorate and the Diplomatic Corps accredited in Venezuela
- Read, interpreted, and explained management reports of the Directorate
- Followed up on agreements with international strategic actors
- Planned, coordinated, and attended international meetings

PROJECT COORDINATOR

National Assembly of the Bolivarian Republic of Venezuela (2019-2020)

Subcommission on Attention to Exiles of the Special Commission on Justice and Peace.

- Followed up on weekly activities planned by the Subcommittee
- Mapped key figures associated with Non-Governmental Organizations
- Forged partnerships with Non-Governmental Organizations (NGOs)
- Prepared and analyzed weekly technical reports
- Created a database of over 50.000 Venezuelan migrants in vulnerable situations
- Organized and orchestrated over 25 international gatherings and conferences with political stakeholders

PRESIDENTIAL ADVISOR

National Assembly of the Bolivarian Republic of Venezuela (2018-2019)

Presidency of the Foreign Policy Committee in charge of Deputy Francisco Sucre.

- Provided political/international guidance for fostering relationships and cultivating alliances with international institutions
- Offered daily advice on the development of parliamentary agreements
- Followed up on the Strategic Plan of the Permanent Commission
- Facilitated the annual coordination of over 30 international activities and tours
- Led the strategic planning efforts of the Commission to accomplish its objectives
- Forged diplomatic liaisons with the esteemed Diplomatic Corps accredited in Venezuela

PARLIAMENTARY ASSISTANT

National Assembly of Venezuela (2016-2018)

Parliamentary Assistant to Representative Luis Florido, Chairman of the Foreign Policy Committee of the National Assembly.

- Provided comprehensive support to parliamentary endeavors
- Rendered invaluable aid in the execution of parliamentary duties
- Efficiently managed internal correspondence and mail operations across the entirety of the Commission
- Managed the domestic parliamentary agenda, harmonizing legislative priorities with meticulous attention to detail
- Delivered extensive aid in the execution of daily tasks within the Commission, contributing to the seamless functioning of its operations
- Carried out administrative activities inherent to the Presidency of the Commission
- Efficiently coordinated over 10 monthly meetings with national and international advisors/experts, fostering valuable exchanges and collaborations
- Applied and executed work methodologies for the development of activities, reports, and interventions
- Meticulously prepared annual management reports, capturing the essence of the Commission's activities and accomplishments

INTERN - INFORMATION ANALYST

Organization of American States - OAS (2014-2015)

- Carefully crafted a comprehensive database of international and domestic political stakeholders
- Conducted a daily review and analysis of pertinent news in Venezuela, staying abreast of the latest developments and trends
- Prepared narrative reports based on empirical political theory
- Crafted conceptual maps to reflect Latin American political phenomena

SOFT SKILLS

- Strategic planning
- Report writing
- Teamwork
- Oral and written communication
- Crisis management
- Conflict resolution
- Attention to detail
- Work under pressure
- Time self-management
- Initiative
- Critical thinking
- Negotiation
- Multicultural and cross-cultural thinking

HARD SKILLS

Microsoft Office

Miro

Google Workspace

Budget

Trello

Asana

Monday.com

Scrum

SPSS

Excel

Data analysis

Signal

Canva

Zoom Webinars

LANGUAGES

- Spanish - Native
- English - B1 (currently studying with private tutoring)

REFERENCES

MARIO D'ANDREA

CoDirector - Civilis Derechos Humanos

Email address: mariojdandrea182@gmail.com

JAZMÍN CASTELLANOS

General Consul - Embassy of the United Mexican States in Venezuela

Email address: jcastellanos@sre.gob.mx