

SARAH ELIZABETH NEVILLE
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E D U C A T I O N

- Boston College School of Social Work** Chestnut Hill, MA
• PhD in Social Work. Expected 2022
- Tufts University** Medford, MA
• Master of Arts in Child Study and Human Development. September 2014–May 2016
- Tufts University** Medford, MA
• Bachelor of Arts in Child Development, minor in Chinese (summa cum laude). September 2010–May 2014
- Zhejiang University** Hangzhou, China
• Intensive Mandarin Chinese courses with language and cultural immersion. August–December 2012

A W A R D S & H O N O R S

- Boston College, School of Social Work Doctoral Fellowship, 2018-2022.
- Tufts University Eliot-Pearson Undergraduate Research-Practice Integration Award, 2014.
- Joint Council on International Children's Services Emerging Leaders Scholarship, 2014.
- Sam Walton Community Scholarship, 2010.

P R O F E S S I O N A L E X P E R I E N C E

Education Development Center (EDC) Waltham, MA
International Project Coordinator October 2016–August 2018

- Served as Project Coordinator for the following basic education and literacy projects:
 - USAID/Nigeria Northern Education Initiative Plus (NEI Plus) (2015-2018)
 - USAID/Liberia Accelerated Quality Education for Liberian Children (2017-2018)
 - USAID/Liberia Advancing Youth Project (2016-2017)
 - USAID/Zambia Time to Learn (2016)
- **Monitoring and Evaluation:** Assisted in creating individual data collection tools and inventory of all data collection instruments; reviewed USAID awards and developed Performance Monitoring and Evaluation Plan (PMEP); analyzed surveys and assessment data in SPSS and wrote reports; conducted literature reviews; designed studies and coordinated data collection plans; documented and troubleshoot process for distributing teaching and learning materials to schools.
- **Operations:** Responsible for projects' logistics, travel arrangements, documentation, communication with funder, start-up, and close-out; aided in sub-grantee management and budget preparation and review; traveled to field offices to assess readiness for close-out by updating project inventories and developing close-out checklist; coordinated project start-up by identifying office space, recruiting staff, and establishing administrative procedures.
- **Human Resources:** Managed expat posting and repatriation for all projects; managed local staff HR for NEI Plus, including recruitment, calculation of compensation packages, and creation and maintenance of personnel files.
- **Knowledge Management:** Developed knowledge management strategies with International Development Division leadership, including recommending regarding document storage and collaboration best practices; developed trainings for buy-in of best practices; served as division's Office 365 SharePoint site collection administrator.
- **Global Health:** Served as coordinator for the Global Health team; conducted literature reviews for HIV/AIDS and Orphans and Vulnerable Children (OVC) proposals; represented EDC on the Global Social Service Workforce Alliance's (GSSWA) interest group for case management.

Education Development Center (EDC) Waltham, MA
International Administrative Coordinator August 2015–September 2016

- Served as Project Coordinator for USAID/Nigeria Northern Education Initiative Plus and USAID/Zambia Time to Learn (see above).
- Managed all administration for the International Development Division.

- Coordinated staffing and scheduling; organization and management of space, equipment and supplies; technology coordination; records management & control and forms development; meeting management; coordination of conference logistics; and travel arrangements for staff and visitors (visas, flights, hotels, etc.).
- Reviewed and reconciled travel expense reports, petty cash, and vendor invoices.
- Developed infographics and data visualizations for reports to funders.
- Drafted training materials for administrative procedures for staff, provided face-to-face training on administrative procedures, and managed technological and administrative issue troubleshooting for staff.
- Built SharePoint hub to centralize internal knowledge and create efficiencies for processes, and then managed SharePoint trainings and troubleshooting for staff while serving as site collection administrator.

Save the Children US

Washington, DC

Youth Employment Intern

June–August 2015

- Supported M&E for Skills to Succeed program through data cleaning, liaising with country offices, and developing an M&E manual for country offices' M&E staff.

Remotely from Medford, MA, to Washington, DC

Global Strategy Intern

January–May 2015

- Assisted in developing guidance and toolkits to aid members and country offices in aligning with global strategy.
- Aggregated and analyzed survey data on implications of global strategy shift provided by members and country offices.

Half the Sky Foundation (now known as OneSky)

Remotely from Medford, MA, to Berkeley, CA

Communications and Development Intern

September–December 2011

- Provided social media analysis and consultation for new strategies, researched relevant news items and content.
- Helped strategize for China Care Clubs program, organized meetings between club members and Foundation representative.

Joint Council on International Children's Services

Alexandria, VA

Community Outreach Intern

June–August 2011

- Directed and executed community outreach communications, including organization's blog, Facebook, and Twitter.
- Created new outreach tactics and techniques and acted as troubleshooter for constituency relations.

R E S E A R C H E X P E R I E N C E

Boston College Food For Education Evaluation

Chestnut Hill, MA

Research Intern; Principal Investigator: Dr. Thomas Crea

September 2018–Present

- Working with data from several evaluations of the USDA-funded Food for Education programs for primary school aged children in Guatemala and Honduras, implemented by Catholic Relief Services.

Tufts University Massachusetts Healthy Families Evaluation

Medford, MA

Child Interviewer, Early Childhood Study

January–May 2015

- Administered standardized assessment protocol to a diverse group of children ages 4-5 in their homes across Massachusetts.

Tufts University Eliot-Pearson Department of Child Development

Medford, MA

Summer Scholar/Principal Investigator; Faculty Advisor: Dr. Ellen Pinderhughes

May 2012–May 2014

- Designed research project on pre-adoption preparation of parents adopting special needs children from China.
- Created original and used existing measures for survey and interview development, developed survey in Qualtrics, recruited sample, cleaned data, completed quantitative analysis of survey with SPSS and qualitative analysis of interviews.

Half the Sky Foundation (now known as OneSky)

Remotely from Medford, MA, to Berkeley, CA

China Care Clubs Intern

September–December 2013

- Delivered presentation “History and Current Situation of China's Orphanages” at conference at Harvard University.
- Interviewed China Care Clubs leaders about member education and created 10-minute educational video resources for Clubs.

Tufts University Eliot-Pearson Department of Child Development

Medford, MA

Research Assistant; Principal Investigator: Dr. Ellen Pinderhughes

September 2011–May 2012

- Assisted in development of *A Changing World: Shaping Best Practices through Understanding of the New Realities of Intercountry Adoption*, a policy paper written in partnership with and published by the Evan B. Donaldson Adoption Institute.

Adoption & Development Project

Medford, MA

Research Assistant; Principal Investigator: Dr. Ellen Pinderhughes

December 2010–May 2011

- Transcribed interviews for research project examining cultural identities of Chinese adoptees.

P U B L I C A T I O N S

- Neville, S. E. (2015). Detention. In W. G. Scarlett (Ed.), *The SAGE Encyclopedia of Classroom Management*. (Vol. 1). Thousand Oaks, CA: SAGE.
- Neville, S. E. (2015). Developmentally Appropriate Practice. In W. G. Scarlett (Ed.), *The SAGE Encyclopedia of Classroom Management*. (Vol. 1). Thousand Oaks, CA: SAGE.
- Neville, S. E. & Pinderhughes, E. E. Waiting child, ready parents: Pre-adoption preparation of American parents adopting from China's Waiting Child program. Manuscript in preparation.

P E E R - R E V I E W E D P R E S E N T A T I O N S

- Neville, S. E. & Habtemichael, D. W. (2018, March). *Informing early program implementation and iterative situation analyses for a Liberian accelerated learning program with the Rapid Education Risk Analysis*. Paper presented at the Comparative & International Education Society (CIES) Annual Conference: Re-Mapping Global Education: South-North Dialogue, Mexico City, Mexico.
- Neville, S. E. *What the data don't say: Learning from statistically insignificant results in studies of a Liberian Accelerated Basic Education program*. (2018, March). Paper presented at the Comparative & International Education Society (CIES) Annual Conference: Re-Mapping Global Education: South-North Dialogue, Mexico City, Mexico.

T E A C H I N G E X P E R I E N C E

Tufts University Eliot-Pearson Department of Child Development

Medford, MA

Teaching Assistant for Introduction to Child Development; Instructor: Dr. Calvin Gidney

September 2013–May 2015

- Taught section of 35+ students; created and graded homework, essays, exams; organized assessment data for 100+ students. Three semesters.

Independent Summer School

Hangzhou, China

English Teacher

July–August 2013

- Planned lessons and taught English to two classes of primary school children, including one mixed-age class.

S E L E C T E D V O L U N T E E R S E R V I C E

Boston Court-Appointed Special Advocates (CASA) – CASA Volunteer, 2016–present

- Appointed by Suffolk County Juvenile Court judges to cases of child abuse and neglect; ensure that child is not overlooked in overcrowded court system, represent child's best interests at court, conduct thorough on-going investigations, present relevant facts at court hearings, and provide advocacy to ensure that services are being provided to children.

The Paulist Center – Sister Community Committee Member, 2016–present

- Serves on steering committee for group that manages parish's relationship with sister community in El Salvador, an agrarian community of 400 residents.
- Traveled to El Salvador in August 2017 with one other member to conduct needs assessment and identify areas for which the Paulist Center can fundraise; communicated findings to parish community to spur fundraising efforts.

Tufts China Care – President, 2010–2014

- Served as President for 3 years, leading 20+ members; directed the club’s mission and worked collaboratively with co-president and junior members to carry out fundraisers, film screenings, and playgroup for young adoptees.
- Broke fundraising records each year, raising \$6,360 during the 2011-12 school year, \$7,050 in 2012-13, and finally \$8,515 in 2013-14, for surgeries for children in Half the Sky’s (now known as OneSky) China Care Home.

T R A I N I N G S & O T H E R C O U R S E S

University of Strathclyde Centre for Excellence for Looked After Children in Scotland (CELCIS):

Getting Care Right for All Children: Implementing the UN Guidelines for the Alternative Care of Children, Spring 2017 (MOOC).

Proof of completion: <https://www.futurelearn.com/certificates/cb55oa4>

University of Massachusetts, Amherst: How Children in Developing Countries Learn to Read, Fall 2016 (3-credit graduate-level course).

PMD Pro Level 1 Certification in Project Management for Development Professionals, November 2016.

S K I L L S

- Languages: Mandarin Chinese (advanced), Spanish (intermediate).
- Research tools: SPSS, Microsoft Excel, Qualtrics, Microsoft PowerBI, SurveyToGo.
- Web design: HTML/XHTML, CSS, WordPress, Drupal.
- Graphics: Adobe Photoshop, InDesign, and Illustrator; iMovie.
- Knowledge management/databases: Microsoft Office 365 suite, including SharePoint; FileMaker Pro.