

# GABRIELLE GUEYE

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## OBJECTIVE

Results-driven operations leader with supervisory experience and nearly a decade of experience optimizing systems and driving strategic initiatives across global organizations. Skilled in cross-functional collaboration, knowledge management, and organizational development, with a strong foundation in operations, compliance, and stakeholder engagement.

## LEADERSHIP

Middle East Policy Council Board Member, Deputy Treasurer for Sandra Morgan for Mayor of East Cleveland, Black Professionals in International Affairs Colin Powell Leadership Institute Fellow, International Career Advancement Program Fellow

## SKILLS AND EXPERTISE

Operations management, training development and knowledge management, mentorship, facilitation and public speaking, fundraising, program management, event planning and logistics, copy editing and writing

## EXPERIENCE

### **Operations Manager**

DAI | Bethesda, MD

Jan 2024 – Apr 2025

Led litigation and claim management for the U.S. Government Business Unit, refreshing internal reporting policies and creating a training module to strengthen global legal, risk, and operational strategy. Partnered with the office of general counsel, global project teams, and international lawyers to resolve claims, mitigating \$332,000+ in financial risk. Administered and updated 5+ SharePoint intranet sites for U.S. Government Regulatory Operations team, ensuring seamless access to finalized documents, team resources, and risk dashboards used in daily workflows. System for Award Management (SAM) Administrator, overseeing corporate level entity registrations and service contract reporting to the U.S. Government. Co-led adoption of locally led development across the U.S. Government Business Unit through policy integration, global training strategy, and storytelling initiatives.

### **Outreach, Engagement, & Training Manager**

Women of Color Advancing Peace and Security | Washington, DC May 2022 – Nov 2023

Cultivated global partnerships with non-profit, private, and government stakeholders, securing \$50,000 in funding for climate action projects in Kenya and \$6,000 in project management training courses for members. Organized and facilitated dozens of panels and training events centered around the roles of women of color in global peace and security, and related policy areas. Supported membership engagement through email

marketing, co-hosting in person events, and building meaningful relationships to foster a sense of belonging and increase participation and retention.

### **Mentorship & Pipeline Programs Lead**

Women of Color Advancing Peace and Security | Washington, DC Sep 2019 – Nov 2023

Designed (program outlines, budgets, growth strategies, and performance metrics) and led 10 mentorship and 5 fellowship cohorts, supporting the growth of 400+ professionals.

### **Impact Investing & Private Sector Engagement Specialist**

Catholic Relief Services | Baltimore, MD

Jan 2021 – Apr 2022

Guided strategic integration of private sector engagement and innovative finance into USAID project design and implementation across 8 global regions. Collaborated across internal and external teams to build CRS's first private sector engagement theory of change, operational framework, and KPIs — driving creation of training resources (5 webinars, 10 video modules, 30+ training resources) adopted in 8 global regions. Managed team purchases and vendor payments through INSIGHT procurement system. Administered and updated 4 SharePoint intranet sites for the private sector engagement team, ensuring seamless access to finalized documents and resources.

### **Acting Business Development Specialist**

Catholic Relief Services | Baltimore, MD

Aug 2020 – Nov 2020

Led business development and project design workshops for 4 projects, including World Bank (Transform Freetown) and Coca-Cola Foundation (Western Area Peninsula Water Fund) funded initiatives. Maintained Salesforce and MS Teams pipelines for project tracking.

### **Impact Investing & Private Sector Engagement Coordinator**

Catholic Relief Services | Baltimore, MD

Mar 2020 – Dec 2020

Supported strategic integration of private sector engagement and innovative finance into USAID project design and implementation across 8 global regions. Administered and updated 4 SharePoint intranet sites for the private sector engagement team, ensuring seamless access to finalized documents and resources. Managed thousands of dollars worth of purchases and vendor payments through the INSIGHT procurement system. Co-Designed a \$6M budget and concept note for a USAID-funded health system strengthening project in Kenya with the Medical Credit Fund.

### **Technical Associate, Overseas Operations**

Catholic Relief Services | Baltimore, MD

Sep 2017 – Mar 2020

Led knowledge management for the Overseas Operations division, maintaining 8 organizational charts, administering 3+ SharePoint intranet sites, and authoring 2 operational manuals. Led several division-wide initiatives, including planning and facilitating two global retreats, managing various projects, and developing and implementing healthy workplace programs.

**Consultant (Consulting Lab)**

IBM | Glendale, AZ

Aug 2016 – Dec 2016

Researched IBM's Global Technology Services (GTS) department and conducted interviews with several staff members across GTS and adjacent teams. Addressed expressed challenges through sound recommendations related to win rates, cycle time, talent acquisition, and professional development. Ranked in the top 10 of 300 applications in the 2016 IBM Innovation panel.

**Intern**

Management Sciences for Health | Arlington, VA

May 2016 – Aug 2016

Conducted 2 literature reviews, a gray review, and an eHealth policy analysis, to support functional experts in the Pharmaceutical & Health Technology Group in examining intersections between eHealth policy, gender, and quality of care in lower and middle income countries.

**International Student Advisor**

Arizona State University | Glendale, AZ

Oct 2015 – May 2017

Processed student paperwork, visas, and held advising appointments. Developed and maintained the first Student Worker Operations Manual. Managed the ISSC Facebook page.

**English Language Improvement Advisor**

U.S. Peace Corps | Sendafa, Ethiopia

Jul 2013 – Jul 2015

Designed and led weekly training programs for 150+ Ethiopian educators on English curriculum development, classroom management, and resource management. Taught 7th and 8th grade English and facilitated gender equity initiatives.

**Literacy Coach**

AmeriCorps | Garfield Heights, OH

Nov 2012 – Jun 2013

Facilitated daily English literacy instruction for more than 15 at-risk students (K–3), strengthening both reading and writing fluency and overall engagement in the classroom.

**EDUCATION****Master of Arts, Global Affairs & Management**, Thunderbird School of Global Management, 2017**Bachelor of Arts, Criminal Justice Studies**, Kent State University, 2012**Registered Product Owner Certificate**, SCRUM Inc., 2023**Accounting Certificate**, Cornell University, 2021**Project Management 360 Certificate**, Cornell University, 2019**Teaching English as a Foreign Language Certificate**, Kent State University, 2012**Diploma**, United States Military Academy Preparatory School, 2008**TECHNOLOGY**

Microsoft Office suite, Google suite, SharePoint, Salesforce, SAP-ERP (Procurement system)