

Daniela Henriquez Salman

(301) 910-0047 | dhenriquezsal@gmail.com | [linkedin.com/in/dhenriquezsal/](https://www.linkedin.com/in/dhenriquezsal/)

PROFESSIONAL EXPERIENCE

United States Institute of Peace (USIP)

Aug. 2022 – May 2025

Senior Administrative Assistant, Curriculum and Training Design

Washington, D.C.

(Promoted from Administrative Assistant in Sept. 2023)

- Coordinated end-to-end operations for complex international training programs and events, on community engagement, dialogue, and trauma-informed workshops, managing timelines, budgets, and virtual and onsite logistics.
- Partnered with Subject Matter Experts to develop engaging learning materials, including presentations, handouts, facilitator manuals, participant workbooks, and multimedia content. Drafted reports for federal partners and funders.
- Managed program budgets and procurement processes, overseeing full financial lifecycle including processing vendor requisitions and invoices, communicating with vendors, drafting scopes of work, and reconciling expenses.
- Served as a cross-functional liaison with operations, finance, and communications teams to ensure smooth program implementation.
- Led internal communications, drafted programmatic updates for the Board of Directors and edited internal newsletters.
- Optimized team file management and digital learning structures, improving content accessibility and organization.
- Supported the Director of the program with administrative tasks, including managing schedules and team calendars, taking detailed meeting notes, and ensuring critical follow-up with stakeholders.

World Vision International

May – Aug. 2022

Training and Learning Administrator Intern

Remote

- Updated learning and development materials in learning management system (LMS), designed website interface, and translated courses into Spanish and French.
- Developed data visualization dashboard in Power BI to track program engagement and attendance.

Arts Transcending Borders (ATB)

Sept. 2021 – May 2022

Campus Engagement Coordinator

Worcester, MA

- Coordinated operational and logistical arrangements for academic arts residencies and events, overseeing space arrangements, registration, and real-time troubleshooting.
- Designed marketing content for social media to increase student participation and experience.
- Built partnerships with Student Government and multicultural student groups, leading collaborative event initiatives.

National Board for Professional Teaching Standards

June – Dec. 2021

Advocacy, Communications, and Engagement Intern

Remote

- Assisted large-scale conference operations (+500 participants), including digital content design and registration management.
- Led stakeholder engagement through HubSpot, managing external communications on course certification processes.

EDUCATION

Georgetown University

Expected May 2026

Master of Arts Learning, Design, and Technology

Washington, D.C.

College of the Holy Cross

May 2022

Bachelor of Arts International Studies, Minor in Education, Cum Laude

Worcester, MA

TRAININGS & CERTIFICATIONS

Applied Artificial Intelligence Microcredential, Georgetown University

Oct. 2025

Financial Management Essentials Certificate Program, Disaster Ready

Feb. 2025

Social & Behavioral Research Certification, Collaborative Institutional Training Initiative (CITI)

Feb. 2025

UX Design: Interaction Design, LinkedIn Learning

Feb. 2025

ADDITIONAL SKILLS

Tools: Microsoft Office (Word, Excel, PowerPoint, Outlook, SharePoint, PowerBI), LMS (Canvas, Articulate 360), CRM Systems (Salesforce, Hubspot), Momentum ERP, SAP Concur, Eventbrite, SPSS, Design (Canva Pro, Figma, Twine), Slack, Zoom, Asana

Languages: English (Native), Spanish (Native), French (Fluent)