

# Maria Gabriela Apolo

PMP Certified Project Manager | Master of Arts in International Relations

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Certified Project Manager with 7 years of experience in project planning, multi-stakeholder communication, high-level event coordination and budget management. Proven ability to lead complex initiatives across diverse cultural contexts, with professional experience in Latin America and Europe. Skilled at aligning project goals with strategic priorities while ensuring transparency, accountability, and measurable results.

## Languages & Project Management Skills

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- **Spanish** – Native speaker
- **English** – Proficient User. Level C2
- **German** – Independent User. Level B2
- **Italian** – Independent User. Level B2
- **Project Management Software & Methodologies**
- **Performance Tracking & Risk Management**
- **SharePoint and Microsoft Project**
- **CRM Software (Dynamics 365 and Salesforce)**

## Education

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Aug 2016 – Sept 2018 **Master of Arts in International Relations: Global Governance and Social Theory**  
University of Jacobs & University of Bremen (Germany)

Sept 2010 – Dec 2015 **Bachelor of Laws (LL.B.) & Bachelor of Arts in Political Science (joint degree)**  
University of Cuenca (Ecuador)

## Courses and training

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- 2026 Project Management Professional (PMP)®. Certification number 4320340
- 2023 Certified Associate in Project Management (CAPM)®. Certification number 3560532
- 2021 Project planning in Practice: Advance your planning skills

## Awards

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2013 DAAD Scholarship Winner Hochschulsommerkursstipendium (Deutscher Akademischer Austauschdienst)

## Career

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| Year           | Position                     | Company                                      | Achievements   |
|----------------|------------------------------|--|--|
| 2023 - ongoing | Partnerships Project Manager | <b>Agraya GmbH (GLOBALG.A.P.)</b><br>Germany | <p>Successfully managed 20+ partnership projects, focussed on Capacity Building with international development agencies and organizations, public sector and NGOs.</p> <p>Developed project management processes for the partnerships team, including a risk management strategy, monitoring plan, and a restructured communication flow. Resulting in a 50% increase in project renewals and extension projects</p> <p>Secured new projects by identifying opportunities and completing successful funding applications, which lead to an average of 5 new strategic project partners annually.</p> |

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|-------------|------------------------------------|---|--|
| 2022 - 2023 | Project Manager                    | <b>Mosaic International Consulting</b><br>Germany                 | <p>Supported European Commission-funded student and alumni networks (EMA, ASAF) by developing strategic annual plans, revising network statutes, coordinating internal elections, and organizing 10+ events and meetings.</p> <p>Led the coordination and communication with the network's stakeholders including the project consortium, Management Boards and the European Commission;</p> <p>Supported the organization of 20+ meetings and events for the members of the alumni networks, such as general assemblies and board meetings;</p>   |
| 2020 - 2022 | Engagement Executive Assistant     | <b>FSC Forest Stewardship Council</b><br>Germany                  | <p>Organized 25+ Solutions Forums, Members &amp; Stakeholders online &amp; in-person meetings, including all related administration, travel arrangements and logistical support;</p> <p>Coordinated and supervised the execution of 15 side meetings, with 15 different teams for FSC's First Virtual General Assembly in October 2021;</p> <p>Created communicational tools such as monthly newsletters and a web blog for the Stakeholder Solutions team and successfully processed 25+ contracts for the engagement department.</p>   |
| 2019 - 2020 | Graduate Admissions Officer        | <b>Jacobs University Bremen</b><br>Germany                        | <p>Reviewed and processed 5000+ applications for a master program at Jacobs University;</p> <p>Streamlined and enhanced the pre-analysis process for graduate application evaluations, reducing processing time per application by 50% prior to final admission decisions.</p> <p>Assisted in the organization of the Orientation Week on August 2019 and 2020, specifically concerning academic activities for master students;</p> <p>Maintained relationships with potential students, parents, student counsellors, and the academic reviewers and attended local &amp; national recruitment events.</p> |
| 2014 - 2015 | Youth Leadership Program Assistant | <b>Plan International &amp; Amigos de las Américas</b><br>Ecuador | <p>Arranged alliances with 10+ local institutions, such as language schools, high schools, co-working spaces, cooperatives, local farms, and public institutions to receive YLP participants during their stay in Cuenca;</p> <p>Planned and implemented cultural, academic, and leisure activities for the 35 American volunteers and Ecuadorian host families throughout their stay in Cuenca;</p> <p>Arranged all logistical aspects of training for volunteers and host families</p>   |

## Leadership & Volunteer activities

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| 2022 | <b>Aliadas für Teilhabe und Integration e.V</b><br>Cologne, Germany    | <b>Volunteer Mentor</b><br>Mentor in a women's empowerment program for Spanish-speaking migrant women residing in Germany.   |
| 2017 | <b>Social Cooperative Artemide</b><br>Latiano, Italy                   | <b>Volunteer English Teacher</b><br>Taught English to children ages 8-12, using outdoor activities, jointly designed with a group of psychologists and sociology students.   |
| 2014 | <b>Research Center for Law and Society CIDES</b><br>Cuenca, Ecuador    | <b>Lead Volunteer Researcher</b><br>Engaged with civil judges to analyze a set of sentences they issued, especially concerning the application of international human rights treaties and constitutional principles.   |
| 2012 | <b>International Association of Students AIESEC</b><br>Cuenca, Ecuador | <b>Vice president of Incoming Exchanges</b><br>Handled alliances with different local organizations, to attract international participants of AIESEC in Cuenca and attended national and international leadership events such as the Leadership Latin American Congress in Viña del Mar, Chile |