



CATHERINE PRECHTEL

PH.D. LATIN AMERICAN STUDIES

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📄 ORCID: 0000-0002-1160-901X

📍 Portland, Oregon

💡 SKILLS

General Programs: Microsoft Office, Google Workspace, ChatGPT

Data Analysis: Qualtrics, NVivo, Tropy, Excel

Administration: Synergy, Banner, Salesforce, Airtable, Concur, Calendly, Box, DropBox, Canvas, Blackboard, Kahoot, Zoom, Mural

Design: Canva, Squarespace, WordPress, Wix, Procreate, Adobe InDesign, Adobe Lightroom

PROFILE

I bring a blend of analytical, strategic, and creative skills to my work with nonprofit organizations. I support organizational development by collecting and analyzing data, developing strategic plans, and crafting both internal and public-facing materials. Additionally, I foster connections through multilingual communication and visual enhancement, including designing logos and managing web content. My mission is to leverage my interdisciplinary expertise to drive sustainable change and support community-led initiatives through innovative strategies and collaboration.

📁 WORK EXPERIENCE

- **Common Thread Consulting; Carrie Prechtel Consulting**
Community Health Consultant 2023 - PRESENT
 - Collecting, reviewing, and analyzing survey and focus group data, translating surveys, developing strategic work plans, creating educational/promotional materials, planning events (conferences, retreats, work sessions), and supporting nonprofit evaluations through grant proposals, reports, and spreadsheet management
 - Brand development through logo design, style guides, copywriting, and website creation
- **Tierra Educational Center** *Portland, Oregon*
Spanish Instructor 2022 - PRESENT
 - Designing and teaching in-person and online classes and private lessons focusing on Spanish grammar, vocabulary, conversation, and Latin American cultures.
- **Stone Center for Latin American Studies** *New Orleans, Louisiana*
at Tulane University
Financial Assistant 2019 - 2023
 - Assisted with accounting spreadsheets, checked budget statements and transaction reports, compiled information for grants, processed labor reports and time sheets, and onboarded and trained a new employee.
- **Graduate Instructor** 2019 - 2021
 - Designed and taught Intro to Latin America I and II courses, created Canvas courses, coordinated service-learning opportunities with local organizations, held office hours, connected students with the Office of Student Resources, and posted student grades.
- **Tulane University Center for Public Service** *New Orleans, Louisiana*
Academic Internships Program
Graduate Assistant 2019 - 2022
 - Recruited and processed student applications for the Academic Internships Program, advised students on the internship process, collected student contracts, trained new team members, taught the Topics in Community Engagement seminar, cleared students for registration and university transportation, posted grades, corresponded with academic departments, designed Qualtrics surveys, and updated Canvas courses.

CERTIFICATES

Google Data Analytics Certificate, Coursera. In progress.

Human Research: Social and Behavioral Research Investigators and Key Personnel Training, CITI Program at Tulane University. Expires 2027.

Conflict of Interest Training, CITI Program at Tulane University. Expires 2027.

Teach Anywhere: Online Teaching Training, Center for Engaged Learning & Teaching, Tulane University. Completed March 2020.

Protecting Human Research Participants Certification, National Institute of Health. Completed September 2016.

LANGUAGES

- **English** (Native Speaker)
- **Spanish** (Advanced Fluency)
- **Portuguese** (Beginner)

WORK EXPERIENCE

- **Academy on Human Rights and Humanitarian Law** *Washington, D.C.*
Program Assistant JAN. - JUN. 2018
 - Corresponded in English and Spanish with students and faculty, managed web content and social media, processed student applications for the LL.M. and Academy on Human Rights Summer Program, planned events, and assisted with compiling paperwork for visiting scholars' visas.
- **American University Department of World Languages & Cultures** *Washington, D.C.*
Adjunct Spanish Professor AUG. - DEC. 2017
 - Designed and taught hybrid intermediate Spanish classes.
- **Center for Latin American & Latino Studies at American University** *Washington, D.C.*
Graduate Fellow 2016 - 2017
 - Answered emails, coordinated travel and events, assisted with social science research, copyedited academic publications, and wrote blog posts.
- **Boston Academy** *León, Guanajuato, México*
English Teacher 2015 - 2016
 - Designed and taught English classes of all levels.
- **Fulbright U.S. Student Program, Universidad Tecnológica de León** *León, Guanajuato, México*
English Teaching Assistant 2014 - 2015
 - Designed and taught English classes, graded exams, and helped students with online materials.

EDUCATION

- **Ph.D. Latin American Studies**
Tulane University 2018 - 2023
Defended with Distinction
- **M.A. Spanish & Latin American Studies**
American University 2016 - 2018
Certificate in Spanish Translation
- **B.A. Spanish / B.A. Anthropology-Sociology**
Pacific University 2010 - 2014