

# MARTIN ANDREW DIXON

## **LEADERSHIP ROLES**

**BOARD OF DIRECTORS, People, Inc. (The premier regional community development organization for the Southeastern United States.)**

**BOARD OF DIRECTORS, GLOBE - THE WORLD BANK.**

**BOARD OF DIRECTORS, ACS NETWORK ADVISORY BOARD – THE WORLD BANK.**

**BOARD OF DIRECTORS, DEVELOPMENT ECONOMICS CAREER DEVELOPMENT COMMITTEE - THE WORLD BANK.**

**BOARD OF DIRECTORS, GLIFFA - THE UNITED STATES DEPARTMENT OF STATE.**

**CHAIR, DEVELOPMENT ECONOMICS VICE PRESIDENCY CAREER DEVELOPMENT COMMITTEE**

## **EXPERIENCE**

### **THE WORLD BANK**

#### **OFFICE OF THE CHIEF ECONOMIST, SOUTH ASIA REGION**

***Sr. Program Analyst September 2011 - Present*** Managed the day-to-day operations of the Office of the Chief Economist, South Asia Region. The Chief Economist is a world renowned and exceptionally high profile individual. The South Asia region of the world is home to 5 of the world's megacities and highest poverty rates. Both creating exceptional demands and requirements from the Chief Economist's staff. Appointed World Bank South Asia Region's Chief Economist's Office liaison to Ambassadors to the U.S. from Pakistan, Afghanistan, India, Nepal, Bhutan, Bangladesh, Sri Lanka, and The Maldives.

Liaised with the World Bank Board of Directors, President, and other key players in international development. Performed calendaring, scheduling, and travel for the Chief Economist, South Asia Region

Coordinated all major events and projects initiated or sponsored by The Office of the Chief Economist, South Asia Region. Prepared presentations and materials for World Bank Annual and Spring meetings.

Management of consultants, contracts, and payments. Processing SAP transactions. Coordination of LARS and TRS. Managed work program (i.e., Logistics, Material Management, Purchasing, Requisitioning Web Procurement, and IT). Management of procurement processes and transactions.

Performed administrative tasks associated with the fulfillment of responsibilities.

### **THE WORLD BANK**

#### **OFFICE OF THE SENIOR VICE PRESIDENT & CHIEF ECONOMIST, DEVELOPMENT ECONOMICS VICE PRESIDENCY**

#### **OFFICE OF THE DIRECTOR – DEVELOPMENT ECONOMICS DEVELOPMENT POLICY & RESEARCH SUPPORT OFFICE OF THE DIRECTOR – DEVELOPMENT ECONOMICS OPERATIONS AND STRATEGY**

***Program Analyst May 2009 – September 2011*** Managed bank-wide research proposal “peer-review” process (i.e., screening grant proposals; identifying reviewers; drafting decision memoranda and grant authorizations) for research proposals submitted by Bank staff requesting RSB funding. One of the research projects was subsequently awarded the 2019 Nobel Prize in Economics.

Managed the \$18,000,000 Research Support Budget (RSB).

Provided Secretariat support to the World Bank Research Committee by monitoring budget allocations and disbursements; preparing pipeline estimates for the Research Support Budget, coordinated subcommittees of the Research Committee for proposal considerations; arranged Research Committee meetings and prepared transcripts and minutes of the meetings.

Management of project completion reports, abstracts, and other project related documents.

Management of consultants, contracts, and payments. Processing SAP transactions. Coordination of LARS and TRS. Managed DECERS work program, Small Grant Review Committee (SGRC), (i.e., Logistics, Material Management, Purchasing, Requisitioning Web Procurement, and IT).

Coordinated major events throughout the DEC VPU.

Contributed to the preparation of the biennial Research Report for the Board and, the Evaluation of “peer-review” World Bank Research.

Management of procurement processes and transactions.

### **THE WORLD BANK INSTITUTE**

#### **OFFICE OF THE DIRECTOR -- GLOBAL GOVERNANCE AND ANTI-CORRUPTION**

***Sr. Program Assistant/Researcher/Analyst (STT Appointment) April 2008 – May 2009*** Appointed to assist the Director of State Governance and Anti-Corruption with technical research, program analysis, logistical administrative support and assistance in coordinating large global business meetings, seminars and conferences, executive travel, time and expense reporting, general travel coordination and management, as well as database and organization systems management. Monitor and analyze state governance and corruption activity amongst heads of state and top-tier cabinet ranking public officials worldwide. Monitor and analyze Taliban, Al-Qa'ida, Lashkar-e-Taiba, HAMAS, Hizballah, and activity of other terrorism groups worldwide. Assist in the content management of the World Bank's Governance and Anti-corruption website and blog. Provide research assistance germane to the Worldwide Governance Indicators; the standard by which State governance and corruption are measured. Research and compile data for policy and program initiatives of the Governance and Anti-Corruption unit of the World Bank. Prepare, proof, and edit communication from the Governance and Anti-Corruption unit. Manage the World Bank's Governance and Anti-Corruption electronic newsletter, including preparation, distribution, and database management of external subscribers.

#### **CURESEARCH**

***Executive Administrator to the CEO and Liaison to the Board of Directors December 2006 – March 2008***

Managed and administratively supported; the CEO and Board of Directors for a major national medical research foundation. Maintained operational budgets and performed project management duties for the Board of Directors. Maintained and managed calendars and schedules for both the CEO and Chairman of the Board. Managed the daily operations of the executive office of the CEO and assisted the CEO with strong discretion and confidence. Managed expense reporting, timekeeping, and drafted executive communications on the behalf of the CEO. Coordinated with offices throughout the U.S. and worked closely with senior executives of major multinational corporations. Managed executive travel including detailed itineraries, logistics, planned and organized executive meetings and conferences. Managed and maintained proprietary databases and filing systems within the executive office. Managed with strictest of confidence HR functions; including new hire orientation and welcomes, recruiting/on-boarding/exiting initiatives, benefit administration including COBRA, employee surveys, etc.

#### **REZNICK GROUP, PC**

***Special Assistant to the Managing Partner of Corporate Human Capital December 2005 – December 2006*** Led daily administration of the office of National Corporate Human Resources.

Assured consistency in communicating the practice's philosophy, mission and values, diversity initiatives; internally and externally. Orchestrated and coordinated professional development strategies with internal training staff and external vendors. Evaluated, proposed, and proffered recommendations to administrative on-boarding. Organized key national meetings, conventions, retreats, and other practice relative professional and business events. Directed and managed a medium-sized team of administrative support staff to achieve both group and individual performance objectives concurrently with corporate objectives. Coordinated and managed all technical administrative projects throughout the human resources

#### **practice. WORLD RESOURCES INSTITUTE**

***Special Assistant to the President and Liaison to the Board of Directors July 2002 – June 2005*** Managed day-to-day operations of the executive office of the President for an International Non-Governmental Organization recognized for its research and advocacy for environmental issues. Tasks performed at this IGO included long-range planning, cost reduction, and business development and retention through high-profile philanthropic resources. Represented WRI and WRI's President to multi-national corporations on joint projects and ventures. Served as primary and principal liaison between the President and diverse external global contacts.

Responsible for President's domestic and international travel planning and coordination, professional and social schedules and calendars.

Received, reviewed, and prepared correspondence for President's signature; drafted and answered correspondence on President's behalf.

Performed background research, writing, and analysis.

Maintained and updated current WRI proprietary databases specific to the executive office of the President. Served as coordinator for committees the President chaired both within WRI as well as external international corporate Boards of Directors and worldwide NGO community committees.

Tracked and monitored budget items within the executive office of the President to identify cost reduction in the competitive 501(c)(3) market to facilitate attainment of WRI's corporate vision through product and service positioning. Supervised team of assistants within the executive office of the President by implementing and application of technology, team concepts, oral and written communication, and promoting problem solving and decision making ideologies throughout the management of each project.

Liaison to WRI Board of Directors. Included management of relations between WRI Board members and high-profile philanthropic donors.

## **RADIO FREE ASIA**

***Special Assistant to the CEO, VP, and Board of Directors January 2001 – July 2002*** Liaison to representative offices throughout Asia, U.S. Government, lawmakers, corporate auditors, financial institutions, and big-5 professional services firms. Interfaced with the U.S. Department of State, foreign embassies and their staff on a daily basis. Liaison to internationally recognized social, cultural, and political leaders throughout Asia, including His Holiness, The Dalai Lama and His staff. Liaison to RFA's Board of Directors.

Managed operations of the executive offices of the CEO and Vice President for a U.S. Government corporation/Non Governmental Organization (NGO).

Managed contracts, sub-contracts and requests for proposals.

Teamed with finance department on budgetary and financial projects germane to long range corporate planning and visions.

Applied project management concepts, skills, and initiative to successfully work both independently and in a team to timely meet business and project objectives and deadlines.

Prepared various corporate/agency documents using MSOffice leveraging my strong writing, planning, communication, and leadership skills, in conjunction with my in-depth knowledge of corporate documents (i.e., protocol, bylaws and B.O.D. materials).

Managed executive calendars and schedules. Coordinated international travel and meeting planning. Prepared time and expenses, and various other administrative tasks including purchasing, facilities management, inventory control, and vendor/contractor relations; all requiring strong organization, strict discretion in handling confidential information, effective communication, and strong attention to detail.

## **PRICEWATERHOUSECOOPERS**

***Sr. Executive (Legal) Assistant/Practice Administrator October 1993 – January 2001*** Regularly interacted with senior executives of *Fortune 100* multinational corporations, political leaders, Senate and Congressional members, government officials, and global finance ministers.

Personal and executive assistant to the senior managing partner of International Tax Services (a "boutique" group within Washington National Tax Services –WNTS). Supported two directors concurrently.

Supervised and coordinated administrative personnel and administrative business support to senior and executive management and consulting clients. Multi-tasked and monitored tasks to their completion.

Coordinated global business meetings, seminars, conferences, and executive travel.

Supported proposal development, correspondence, presentations, and client billing using MSOffice tools (i.e., Word, Excel, PowerPoint, Outlook, and Access). Heavy word processing and spreadsheet document production. Performed legal research using external and internal firm databases (i.e., WestLaw, Lexus-Nexus, etc). Performed database management. Organized and maintained client files, correspondence, and records. Managed business supplies, facility scheduling, and coordination of conference rooms.

Managed time reporting, vouchers, departmental accounting, purchase requests for supplies and equipment, payments to utilities, vendors, equipment leasing companies and other business center day-to-day operational functions.

## **COMPETENCIES**

**Technology and systems knowledge** – I exhibit excellent knowledge of both Apple and Microsoft desktop and mobile applications and proficiency of technology or/and systems relevant to functional areas. I'm able to coach less experienced staff on relevant technology and systems.

**Project and task management** - Able to undertake diverse and complex assignments with minimal supervision and resolve competing demands. Demonstrates good organizational skills, able to plan and prioritize own work and the work of internal clients (e.g. manage manager's calendar).

**Institutional policies, processes, and procedures** – I have successfully demonstrated relevant functional knowledge and understanding of institutional priorities, policies, operational and administrative procedures, and people. I'm able to practically apply and guide others in policy application.

**Versatility and adaptability** – I continually demonstrate initiative and motivation to proactively learn new developments in relevant policies, procedures and technology. I'm able to proactively identify, prevent and/or solve problems. Able to participate in change activities and initiatives.

**Client Orientation** – I'm able to interact with clients with discretion and diplomacy. Demonstrating a keen ability to resolve complex client related issues. Displays understanding of relevant internal and external factors and their impact to the client.

**Drive for Results** - Takes personal ownership and accountability to meet deadlines and achieve agreed-upon results, and has the personal organization to do so.

**Teamwork (Collaboration) and Inclusion** – As a common practice, I collaborate with other team members and contribute

productively to the team's work and output, demonstrating respect for different points of view.

**Knowledge, Learning and Communication** – I'm able to communicate in a constructive and professional manner. I assist in the preparation of written materials in accordance with administrative guidelines and best practices. Able to contribute to unit's knowledge sharing.

**Business Judgment, Analytical Decision Making, and Emotional Intelligence** – I'm able to effectively and independently provide general research support. I have a strong track record of my ability to assess situations, and make sound judgment in problem solving.

## **EDUCATION**

**THE AMERICAN UNIVERSITY - WASHINGTON, D.C. INTERNATIONAL LAW, PUBLIC POLICY, AND GOVERNMENT. SPECIALIZED STUDIES IN TRANSNATIONAL CRIME AND CORRUPTION (HUMAN TRAFFICKING). GRADUATED MAY, 2000.**

**UNIVERSITY OF MARYLAND, UC GRADUATE STUDIES – MASTERS OF MANAGEMENT IN INTERDISCIPLINARY STUDIES. IN PROGRESS.**

## **PROFESSIONAL AFFILIATIONS AND CERTIFICATIONS**

**MEMBER, INTERNATIONAL ASSOCIATION OF ADMINISTRATION PROFESSIONALS.**

**MEMBER, ASSOCIATION OF ADMINISTRATIVE ASSISTANTS/ ASSOCIATION DES ADJOINTS ADMINISTRATIFS.**

**PAST MEMBER, THE AMERICAN BAR ASSOCIATION.**

**UNITED NATIONS GLOBE.**

**WORLD BANK GLOBE.**

## **LANGUAGES**

**ENGLISH – (NATIVE)**

**FRENCH – (CONVERSATIONAL: READING, WRITING, AND CONVERSATION)**

## **AWARDS AND RECOGNITIONS**

**SPOT AWARD: OCTOBER 2009, OUTSTANDING PERFORMANCE IN THE PRODUCTION OF THE “STRUCTURAL ECONOMICS” SEMINAR.**

**SPOT AWARD: JUNE 2011, OUTSTANDING PERFORMANCE IN THE PRODUCTION OF BANK-WIDE DEC SEMINARS.**

**MYRIAD OTHER INTERDISCIPLINARY PROFESSIONAL AWARDS, RECOGNITIONS AND ACKNOWLEDGEMENTS THROUGHOUT MY ENTIRE CAREER.**

**RECOGNITIONS AND ACKNOWLEDGEMENTS OF WORK PERFORMED IN THE AREA OF HUMAN RIGHTS AND ADVOCACY.**