

Tenielle K. Ellis

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[LinkedIn Profile](#) | [Virtual Assistant Services](#)

Summary

Researcher and Policy Analyst with dual master's degrees in International Relations and Public Policy, specializing in China-Africa relations, sustainable foreign investments, and infrastructure development. Expertise in policy analysis, data interpretation, and strategic decision-making gained through extensive academic research and professional experience. Skilled in evaluating the impact of Chinese foreign investment on African development, with a strong focus on sustainability, human rights, and debt transparency. Adept at utilizing advanced research methodologies and providing actionable insights to inform policy development.

Professional History

Virtual Assistant | Remote

Freelancer

December 2020 - Present

- Streamlined email communication for clients using platforms such as Gmail and HoneyBook, enhancing workflow efficiency and client satisfaction.
- Designed and launched 10+ custom websites on platforms including Shopify, Wix, Squarespace, and WordPress, aligning with client business goals and boosting online presence.
- Managed and grew social media accounts for five clients, creating engaging content with Canva and Planoly, resulting in a 200% increase in engagement across platforms.
- Developed and implemented targeted SEO strategies, improving client visibility and driving a 30% increase in website traffic, supporting business growth.
- Facilitated comprehensive research and executed growth strategies, expanding client networks from Hawaii to Kuwait and contributing to business development.

Research Assistant and Technology Consultant | Remote

Columbia University, School of Social Work

January 2024 - June 2024

- Conducted 10-15 hours of weekly research on traditional Japanese gender roles and their intersection with workplace dynamics, contributing to developing the Women Empowerment Japan (WE Japan) program.
- Designed and built an integrated application system on the Columbia University website, streamlining applicant onboarding and optimizing program workflows for enhanced efficiency.
- Developed and enhanced the WE program website using coding techniques, improving user interface (UI) and accessibility, fostering better public engagement and interactivity with the program.

Policy Analyst and Research Assistant | Remote

The Human Survival Project

May 2023 - November 2023

- Conducted 10 hours of weekly research on UN reform, migration, and global relations, contributing to media scripts addressing global crises and their policy implications.
- Collaborated with the CEO to review and refine policy scripts, leveraging international relations and public policy expertise to provide actionable recommendations.
- Analyzed policy documents to identify key challenges, proposing actionable reforms to support the organization's mission of tackling global crises through advocacy initiatives such as podcasts and educational videos.

Research Assistant and Technology Consultant | Remote

Columbia University, Future of Families and Child Wellbeing Study

October 2022 - June 2023

- Conducted 20 hours of weekly research, engaging potential participants from Ivy League institutions and doctoral candidates, and organizing outreach data in Google Sheets and Excel for streamlined communication.
- Sent over 600 targeted emails to reengage previous applicants and collaborated on developing a more efficient application system for the program website.
- Oversaw the onboarding process for 50+ potential applicants, presenting findings in weekly meetings and maintaining organized records on Google Drive.

Executive Assistant Intern

World Education Ghana, Accra, Ghana

September 2021 - December 2021

- Documented key discussions and decisions during weekly collaborative meetings with Ghana's Ministry of Education and Ministry of Special Education.
- Contributed to bi-weekly events, including International Day of the Girl Child and the Strategic Approach to Girls Education Project, supporting collaboration with vulnerable communities in rural areas.
- Represented World Education Ghana at two state-wide education conventions, networking with local policymakers, educators, and politicians, capturing essential insights to further support the organization's mission.

Educational History

Master of Public Policy

The Hertie School, Berlin, Germany

Graduated: June 2024

- Dual-Degree in association with Columbia University
- Relevant Coursework: Development Economics, The Rise of China, Psychology for Policy Analysis & Implementation
- Thesis: Navigating Economic Collaborations: Assessing the Impacts of Chinese Investments on Human Rights, Debt Sustainability, and Transparency in Kenya

Master of International Relations

Columbia University, New York, USA

Graduated: May 2024

- Relevant Coursework: International Human Rights Law, Gender Politics and Development: Theory, Policy & Practice, Leading & Managing in Moments of Adversity and Opportunity, Micro and Macroeconomics, Quantitative Analysis

Bachelor of Social Sciences

New York University Shanghai, Shanghai, China

Graduated: May 2022

- Double-minor in Entrepreneurship and Innovation and Sociological Studies | Study abroad in Accra, Ghana (Fall 2021)
- Two-time recipient of the Social Service Impact Grant
- Capstone Project: China's Creation of Labor Opportunities Through Ghana's Infrastructure Project Investments: Bui Dam and CNOOC/Jubilee Case Study 2010-2013

Bachelor of Arts and Sciences

East China Normal University, Shanghai, China

Graduated: May 2022

- Degree received in association with NYU Shanghai, China's first Sino-US joint research university

Skills

- **Policy Analysis:** Expertise in conducting comprehensive research and providing actionable recommendations on global governance, foreign policy, and infrastructure investment.
- **Project Management:** Experienced in coordinating multifaceted projects, managing deadlines, and ensuring efficient workflows and collaboration in remote and in-person environments.
- **Data Analysis:** Proficient in Excel, Google Sheets, and other tools for research data organization, analysis, and visualization.
- **Website Development:** Skilled in designing, launching, and maintaining websites using Shopify, Wix, Squarespace, and WordPress, tailored to clients' business needs.
- **Research & Reporting:** Strong ability to conduct in-depth research, analyze findings, and present them in reports, presentations, and meetings.
- **Communication:** Excellent written and verbal communication skills, with the ability to effectively interact with teams, clients, and stakeholders.

Achievements

- **November 2024:** Presented research on Sino-African sustainable development and investment ethics as a guest panelist at the NORI Africa Foundation's remote global conference, contributing to policy discourse on African development.

Languages

- Fluent in English, conversational in Mandarin, and intermediate proficiency in German, Hawaiian, Pidgin, and Samoan.