

# INDIRA JEFFREY

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## EXECUTIVE SUMMARY

Global executive leader with 25+ years of experience driving international expansion, strategic partnerships, and cross-border operations across the United States, Latin America, and Europe. Demonstrated ability to build high-performing teams, manage complex budgets, and scale mission-driven organizations. Expertise in nonprofit leadership, market development, higher education, financial services, and global consulting. Trilingual in English, Spanish, and French, with a strong record of impact and operational excellence in multicultural environments.

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## CORE COMPETENCIES

- Executive Leadership & Vision
  - Global Business Strategy
  - Strategic Partnerships & Alliances
  - International Operations & Market Expansion
  - Nonprofit Management & Fundraising
  - Higher Education Program Management
  - Regulatory Compliance & Risk Mitigation
  - Multicultural Team Development
  - Trilingual: English, Spanish, French
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## PROFESSIONAL EXPERIENCE

**Arizona State University (ASU), Knowledge Enterprise** — Phoenix, AZ

**Associate Director, Global Operations** | Jan 2023 – Present

- Direct cross-functional teams—including academic researchers, project managers, and administrative staff—to define project requirements, task ownership, and deliverables for global initiatives.
- Collaborate with internal and external stakeholders to define project scope, goals, strategy, timeline, resource needs, and budget. Develop and implement plans that align with institutional priorities and international partnership objectives.
- Establish clear project expectations and maintain ongoing communication with stakeholders and team members to ensure alignment, resolve issues, and meet milestones.
- Monitor project progress, task completion, and interdependencies to identify risks or delays early. Implement proactive mitigation strategies to ensure project continuity and success.

**Mujeres Latinas Unidas Foundation** — Chandler, AZ  
**President & Founder** | Nov 2024 – Present

- Founded and led a 501(c)(3) nonprofit organization supporting Latina women through education, entrepreneurship, mental health, and ESL programs.
- Secured and managed funding for community-based workshops impacting over 190 women in the first year.
- Built a team of 25+ volunteers and launched a digital community of 25,000+ Latina members.
- Established strategic partnerships with public, private, and academic institutions to expand program reach and credibility.
- Directed all operations, including compliance, budgeting, program design, and advisory council engagement.

**Thunderbird School of Global Management** — Phoenix, AZ  
**Program Manager, Latin America** | Dec 2019 – Dec 2022

- Managed international program delivery in Chile and Peru, including DreamBuilder, an entrepreneurship education platform for underserved women.
- Directed partnerships with local governments and NGOs to align educational programs with economic development goals.
- Hired, trained, and led multicultural teams, ensuring quality standards and mission alignment.
- Reported program outcomes to funders and institutional leadership.

**Charles Schwab & Co., Inc.** — Phoenix, AZ  
**Manager, Banking Operations** | Jan 2013 – Jan 2018

- Managed day-to-day operations for domestic and international ACH/check processing functions.
- Improved service delivery, raising customer satisfaction by 25% through process enhancements.
- Ensured operational compliance with federal banking regulations and internal audit requirements.

**Risk Analyst** | Apr 2006 – Dec 2012

- Implemented risk control systems across multiple departments, improving overall risk mitigation practices.
  - Participated in enterprise-level initiatives including system upgrades, policy development, and business continuity planning.
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## EDUCATION

### **M.S., Global Technology & Development**

Arizona State University, Tempe, AZ, 2024

### **Global MBA**

Thunderbird School of Global Management, Glendale, AZ, 2012

### **B.A., International Trade**

University of Guanajuato, Mexico, 1996

### **International Business Certificate**

Sup de Co La Rochelle, France, 1995

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## CERTIFICATIONS

- Humentum, USAID Rules & Regulations: Grants & Cooperative Agreements (2024)
- Women's Entrepreneurship, Cornell University (2021)
- Sustainable Business Strategy, Harvard Business School Online (2020)
- Circular Economy Business Models, Ellen MacArthur Foundation (2020)
- Project Management for Development, Inter-American Development Bank (2020)
- Small Business Leadership, Arizona State University (2018)