

Mariana Araújo Roncisvale Stark

VIENNA, AUSTRIA | +43 660 35 17124
DOB: 08-10-1983 | Brazilian

PROFILE

- Over eight years of comprehensive experience in knowledge management, capacity building, data collection & analysis, targeted research and partnership building.
- Specialized knowledge of International Law, Humanitarian Assistance, International Cooperation and Food Security.
- Planning, organizing and report writing skill
- Excellent time management skills to excel in fast-paced environments.
- Substantial experience with online platforms, web analytics, and Databases.

LANGUAGES

Portuguese (mother tongue) – English (fluent) – Spanish (fluent) – French (working knowledge)

EMPLOYMENT HISTORY

Legal Expert at **United Nations Office on Drugs and Crime**, Regional Office of Eastern Africa, Vienna

November 2020 – January 2021

- Utilizing UNODC assessment tools, collected and assessed criminal legislation and additional information on countering organized crime in Burundi, Comoros, Djibouti, Eritrea, Ethiopia, Kenya, Madagascar, Mauritius, Rwanda, Somalia, Seychelles, Tanzania and Uganda;
- Conducted desk review on previous UNODC legal assessments conducted in Eastern Africa;
- Assessed the extent to which relevant legislation, especially definitions of criminal activities, are harmonized and aligned at a regional level;
- Drafted final legal assessment on Burundi, Comoros, Djibouti, Eritrea, Ethiopia, Kenya, Madagascar, Mauritius, Rwanda, Somalia, Seychelles, Tanzania and Uganda along with specific recommendations for each Member State on improving compliance with the provisions of the United Nations Convention against Transnational Organized Crime and Trafficking in Persons Protocol.

Research Analyst at **Global Initiative against Transnational Organized Crime**, Vienna

January 2019 — June 2019

- Collected, analysed and managed criminal, social and economic data of all African countries, numerous countries in Asia and Latin America for the implementation of the Global Initiative Organized Crime INDEX;
- Conducted substantive research, interviews & surveys for data collection;
- In collaboration with external experts and regional organized crime observatories, measured State resilience, vulnerability and response to organized crime in Africa, Asia, and Latin America;
- Conducted assessment and reporting on illicit flows and criminal networks affecting Countries political stability, level of Government Transparency and law enforcement effectiveness;
- Monitored project progress;
- Assisted in the coordination of meeting logistics;
- Conducted secondary data review.

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Project Assistant at **International Atomic Energy Agency** - Office of Legal Affairs, Vienna
February 2018 — November 2018

- Proficient in the Agency-Wide Information System for Programme Support (AIPS) with tasks connected to data analysis, project planning, event management, monitoring of activities and budget allocation;
- Assisted on the design of the Logical Framework of the Legislative Assistance Process, procedure aimed at helping countries to draft Nuclear Legislation;
- Conducted legal research on Member States legislation, national policies, and procedures;
- Drafted documents according to corporate communication guidelines, letters, reports, technical documents, and other material in accordance with standard operating procedures;
- Gathered and disseminated information to appropriate stakeholders to facilitate project efficiency, accuracy and deadline observance;
- Updated and maintained information databases, document tracking systems, and management reporting systems on the status and completion of work plans;
- Trained on Security Awareness and Security -Social Engineering Red flags, i.e. phishing, malware, hacking threat, etc.
- Input, retrieved and assembled information into/from databases using commercial and Microsoft Office platform, such as Sharepoint.

Project Assistant at **International Atomic Energy Agency** – Technical Cooperation Division for Latin America and Caribbean, Vienna
September 2017 — December 2017

- Assisted on the implementation of activities of the technical cooperation programmes, aimed at the IAEA Member States to build, strengthen and maintain capacities in the safe, peaceful and secure use of nuclear technology in support of sustainable socio-economic development;
- Gathered and input projects information into Agency-Wide Information System for Programme Support (AIPS), retrieved data from AIPS to produce reports, graphs, charts, and statistics;
- Provided logistical and administrative support to in-house meetings, Conferences and Workshops.
- Drafted correspondence to the Member States, invitation letters, proofread documentation, provided response to inquiries, ensured correctness in terms of format, grammar and spelling;
- Organized, maintained and updated filing system, including opening electronic and physical files for fellowships.

Consultant at **United Nations Office on Drugs and Crime** – Anti-Money Laundering, Proceeds of Crime and Financing the Terrorism, Vienna
November 2016 — August 2017

- Supported the Anti-Money Laundering Law Enforcement Team to oversee and manage Independent Projects Evaluations, the Mid-term and In-Depth evaluation of the activities of the Global Programme against Money Laundering proceeds of crime, illicit financial flows and Financing of Terrorism;
- Provided documentation analysis, data capture and background reading – minutes, reports, previous evaluation;
- Conducted research, participatory research, coordination and monitoring activities with stakeholders;
- Drafted Anti-Money Laundering Evaluator's ToRs, agendas, invitations letters, Letter of Exchanges, Note Verbal, Info notes, and Concept Notes;
- Closely coordinated Country visits arrangements and Safety Clearances with Anti Money Laundering Project and Programme Assistants;
- Trained on Data Protection and Privacy resources, Blockchain technologies, Cryptocurrencies and Metadata management.

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- Collected and organized relevant documentation, in a timely manner, for the draft of Inception and Final Evaluation Report.

Paid trainee at The World Food Programme - Legal Office, Rome
March 2016 — September 2016

- Conducted due diligence on potential World Food Programme donors and partners, focusing on data related to human rights violations, corporate social responsibility, responsible business conduct, violations of UN Sanctions, compliance with labour and environmental legislation, fraud, corruption incidents and terrorist activities;
- Collected and assessed data on various corporations, individuals, specific demographics, trends, statistics, as well as conducted competitor analysis to identify areas of risk and vulnerability for the Organization;
- Drafted analytical reports on key facts and risks factors;
- Assessed and evaluated outcomes of multiple due diligence projects and ensured that existing and future data were accurate, timely and complete;
- Provided digital presentation of data;

Paralegal at Law Firm Advocacia Vicenzi, Blumenau
November 2013 — December 2015

- Provided legal advisory services to clients from civil society and business professionals in the field of civil and criminal law;
- Engaged in extensive research and analysis of cases involving complex judicial disputes;
- Drafted questionnaires to be used on witnesses/defendant/victim interviews and testimony;
- Engaged in extensive research and analysis of data;
- Collected data to assemble background facts set out on the Statement of Claim and Statement of Defence;
- Maintenance of schedules, database, files, calendars, and agendas;
- Performed extensive background checks of parties involved in the proceedings;
- Maintained a tracking system of the activities and data collected;
- Revision of public-private partnership contracts;
- Liaised with government bodies, private partners, and Non-Governmental Organizations;
- Proficient in Microsoft Office, Publisher, Google Analytic, Tableau;

Consultant at United Nations Office on Drugs and Crime - Anti-human trafficking and smuggling of migrants, Vienna
November 2011 — November 2013

- Analyzed over 800 judicial criminal cases worldwide for relevance to legal issues in the preparation of case studies, online publications, and comparative studies;
- Substantively facilitated the development, improvement, and dissemination of the UNODC Human Trafficking Case Law Database;
- Systematically collected information and drafted Country reports outlining the political, social, economic history and dynamics for Asian, South American, European and African countries to support technical assistance missions and capacity building activities;
- Assisted on the Web designing, writing, editing, and update the webpage;
- Acted as the Database focal point;
- Drafted information sheets, background papers, flyers, briefing notes and dissemination material;
- Conducted research on the issues related to criminal justice and human trafficking-related international crimes;
- Liaised with UN field offices, private law firms, Universities and NGOs;
- Liaised with relevant UNODC staff, Web development, and Advocacy Team;
- Translated into English all cases received from partners in Spanish, Portuguese, French and Italian for subsequent online publication;
- Advanced knowledge of MS Office packages (Word, Excel, PowerPoint, Outlook and Access), and Internet software (Google Chrome, Safari, Mozilla, Internet Explorer).

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Paralegal and Researcher at **Law Firm** Leidy Benthien – Legal Advice, Blumenau
January 2008 — August 2011

- Assessed viability of success upon receipt of criminal and civil complaints;
- Engaged in factual and legal research;
- Facilitated communication and collaboration among partners and clients;
- Drafted reports, pleadings, and discovery notices;
- Interviewed clients and witnesses;
- Standardized documentation and maintained record-keeping system;
- Kept an updated inventory of all assets of the office;
- Provided general administrative and clerical support;
- Developed and maintained an administrative storage and filing system
- Actively participated in meetings, development of defence strategies, and improvements for the office;
- Proofreading of documents including contracts, agreements, and transcripts;
- Ensured deadline compliance.



EDUCATION

Master of Sciences – Food Science and Innovation , Manchester Metropolitan University
(taught in English), Manchester United Kingdom
January 2021 — January 2023

Master's degree in international Cooperation and Humanitarian Aid, KALU Institute -
Humanitarian Aid Studies Centre (taught in English), Madrid Spain
January 2015 — September 2016

Master's Degree in Strategic Management focus on Conflict Resolution and Negotiation,
International Iberoamerican University UNINI, (taught in English), Puerto Rico United States
of America
December 2012 — September 2014

Master of Law (LL.M) in International Crime and Justice, United Nations Interregional Crime
and Justice Research Institute UNICRI, (taught in English), Turin Italy
October 2010 — July 2011

Post Graduate Programme in International Trade Law, Institute of European Studies (IUSE)
International Training Centre ITC, (taught in English), Turin Italy
March 2009 — June 2009

Bachelor of Law, University of Vale do Itajaí UNIVALI, Sao Jose Brazil
February 2001 — July 2007



TRAINING COURSES

Training course on Cash and Voucher Assistance in Emergencies, KALU Institute -
Humanitarian Aid Studies Centre (taught in English)
October 2019 — January 2020

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Training Course on Food Security and Food Safety, John Cabot University & United Nations Interregional Crime and Justice Research Institute UNICRI (taught in English)

May 2019 — May 2019

Training Course on Human Rights in practice: Working in the field, University College Roosevelt (taught in English)

June 2015 — July 2015

United Nations Peacekeeping Global Training Course, The Peace Operation Training Institute POTI (taught in English)

January 2013 — November 2014

Specialization Course in International Criminal Law for Young Penalists on the Future of International -Criminal Law in the era of Globalization, - International Institute of Higher Studies in Criminal Sciences (taught in English)

May 2013 — May 2013

REFERENCES

- Kerry Dalip, Legal Officer, The World Food Programme, kerry.dalip@wfp.org
- Laura Adal, Senior Information Analyst, Global Initiative Against Transnational Organised Crime, laura.adal@globalinitiative.net
- Michael Van Dyk, Head of the United Nations Office on Drugs and Crime-Global Programme against Money Laundering, Proceeds of Crime and Financing the Terrorism Unit, michiel.van.dyk@unodc.org