



Curriculum Vitae

Charlotte Rye

Projects and Communications Assistant, Climate and Development Knowledge Network, Climate Change and Environment Program
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Personal Profile

Charlotte is a projects and communications assistant within the Climate and Development Knowledge Network (CDKN), based at ODI in London. She has a background of working within the finance team at two leading NGOs and is currently using this experience to assist in managing a major CDKN budget as well as project managing in the communications and knowledge management team. She also works to disseminate key CDKN publications and monitor uptake.

Qualifications:

2008-2012 BSc Economics (International), University of Leeds

Languages:

English (native)

Current post:

2014 - current **Climate and Development Knowledge Network, Projects and Communications Assistant**

Key areas of role include:

- Contract management and financial administration; overseeing the contracting stage of new outsourced projects, managing multiple project budgets – tracking expenditure and forecasting - across the knowledge networks team.
- Project management of multiple global knowledge network projects.
- Monitoring and evaluation of CDKN communications; assisting in the production of annual reports to donors via website and publication analysis.
- Communications; Website content management and dissemination of new publications to relevant outlets, maintaining an events planner for senior CDKN staff, assisting in producing monthly CDKN newsletter.

Previous posts include:

2013-2014 **Finance Officer, The Fairtrade Foundation**

2013 **Finance Assistant, Christian Aid**