



Alison Coelho
Financial, Administrative, and Client Services
NewLevel Group

Alison has a diverse background and array of skills. With a degree in the History of Latin America from U.C. San Diego she taught English for two years in Costa Rican public schools and to senior managers working for major U.S. corporations. She also designed and led programs for nonprofit agencies that focused on international education and environmental awareness.

Alison served as the Director of Costa Rican Programs for Global Service Corps, an Earth Island Institute project, and her strong international experience also took her to Cuba where she designed, led, programmed, and directed U.S.-based nonprofit agency programs. In the San Francisco Bay Area, she managed an international program for foreign students and workers coming to the United States on temporary visas.

Currently, Alison's highly-developed people skills, as well as her attention to detail and thoroughness, are being put to good use in her provision of bookkeeping and administrative support for NewLevel Group as well as for NewLevel Group's nonprofit management clients. Her exceptional communications skills enable her to relate to clients, donors, and supporters with ease.

Alison's multi-lingual work in diverse backgrounds, with businesses, government agencies, and nonprofit organizations, makes her a valuable asset for NewLevel Group's clients.

acoelho@newlevelgroup.com
(707) 255-5555 x109