

# Villalobos Arrieta, Ana Patricia (Costa Rica)

[original: English]

## Curriculum vitae

### Personal information

Gender: Female  
Date of Birth: 26 December 1969  
Nationality: Costa Rica

### Work experience

- May 2022 – present**      **Chief of Staff, Ministry of Foreign Affairs and Worship (Costa Rica)**
- Main duties: Design, management and execution the agenda of the Minister, and supervision and coordination of the administrative issues of the Ministry with the Director General, including the construction of the institutional budget and the negotiations with the Legislative Assembly. Speech writer of the Minister.
- April 2020 - May 2022**      **Chief of Staff, Deputy Minister of Foreign Affairs and Worship for Multilateral Issues (Ministry of Foreign Affairs and Worship of Costa Rica)**
- Main duties: Design, management and execution of the agenda of the Deputy Minister. Coordination of the definition and construction of the budget for the payment of national contributions to international organizations.
- January 2020 – December 2021**      **Advisor to the GRULAC Chair at the Green Climate Fund**
- Main duties: Preparation of criteria for projects of Latin America. Participation on the construction of criteria for accredited entities.
- August 2018 -present**      **Lead Negotiator of Costa Rica for Climate Change (UNFCCC)**
- Main duties: Coordination of national positions, and negotiations on items of the climate agenda, in particular on issues of climate financing, carbon markets, and loss and damages.
- August 2015 -August 2018**      **Chargé d’Affaires of Costa Rica (Embassy of Costa Rica in Venezuela)**
- Main duties: Working on political issues in a complex scenario, while managing the embassy and consulate budgets in a changing and unstable economy. Development of a reporting table system for the budget of the Embassy as an example for the reporting tables for the general system for the Embassies of Costa Rica.
- May 2014 – August 2015**      **South America Cooperation Officer (Ministry of Foreign Affairs and Worship, International Cooperation Directorate)**
- Main duties: Development of the cooperation program with ten countries of South America, including the planning of the projects, and the definition of the execution budget for each one.

- July 2013 – May 2014**      **Chief of Staff of the President of Costa Rica (Mrs. Laura Chinchilla)**
- Main duties: Coordinating the office of the President, for the last year of her administration. Coordination with the ministries of the central government, decentralized entities, and political actors in general.
- July 2010 – July 2013**      **Minister Counsellor and Deputy Chief of Mission (Embassy of Costa Rica in People’s Republic of China)**
- Main duties: During the fourth, fifth and sixth years of diplomatic relations between Costa Rica and China, management of the budget of the Embassy, coordination of political positions and cooperation projects. Also in charge of the Consulate.
- January 2008 – December 2009**      **Minister Counsellor and Deputy Political Coordinator (Mission of Costa Rica to the United Nations, New York)**
- Main duties: During the participation of Costa Rica as a member of the Security Council, in charge of developing the position of Costa Rica on the issues of the agenda of the Council in coordination with the Political Coordinator. Also, as a lead negotiator, in charge of the issues regarding the Horn of Africa, DRC and Somalia, which represented eighty per cent of the Council’s agenda.
- August 2002 – December 2007**      **Minister Counsellor and Deputy Chief of Mission (Embassy of Costa Rica in the United States of America)**
- Main duties: Administrative coordinator of the Embassy, and political liaison with the White House and the Congress.
- August 2000 – May 2002**      **Chief of Staff, Ministry of Foreign Affairs and Worship (Costa Rica)**
- Main duties: Design, management and execution of the agenda of the Minister. Supervision and coordination of administrative issues of the Ministry in coordination with the Director General, including the institutional budget and the political negotiations with the Legislative Assembly.
- May 1998 – August 2000**      **Chief of Staff, Deputy Minister of Foreign Affairs and Worship (Ministry of Foreign Affairs and Worship of Costa Rica)**
- Main duties: Design, management, and execution of the agenda of the Deputy Minister. In charge of bilateral agenda, and coordination of foreign policy.
- May 1994 – May 1998**      **Manager for Human Resources (Hotel Tara)**
- Main duties: Administration of fifty employees, and management of budget for payment and compensations.

## **Education**

- 1998      Master’s Degree in Business Administration (Finance) (Technological Institute of Costa Rica)  
 Thesis topic: *Plan Estratégico para BN Vital* (Strategic Plan for BN Vital (Pension Fund for the National Bank of Costa Rica))
- 1996      Master’s Degree in Business Administration (Generalist)

1994 Law Degree (University of Costa Rica)  
Thesis Topic: *El Convenio de Extradición con los Estados Unidos de América* (Extradition Treaty with the United States of America)

**Languages**

Spanish: native  
English: fluent  
French: beginner level  
Knowledge of Chinese, Japanese, and Italian.

**Interests**

Reading, new knowledge in legal matters, botany.

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