

I. DEAL

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PROFESSIONAL PROFILE

- A dedicated professional with a thorough understanding of the legislative process, who has educated both general audiences and congressional staff responsible for public policy development and dissemination.
- Significant experience navigating the gap between grass root ideals and congressional opportunities, repeatedly and successfully bringing disparate, often opposing groups to common ground.
- Expert on policy, resulting in invitations to present and/or provide well-researched information for briefings, hearings and public events held nationally and internationally.
- A self-motivated leader, whose initiative and orientation toward ongoing professional development in the pursuit of excellence has consistently been demonstrated throughout academic and career pursuits.

■ KEY COMPETENCIES AND KNOWLEDGE AREAS ■

Advocacy
Budgeting
Communication
Conflict Resolution
Cross-Culture Effectiveness

Financial Reporting
Foreign Policy
Influencing/Persuasion
Networking
Policy Analysis

Research
Public Speaking
Program Development
Project Management
Relationship Management

RELEVANT HISTORY & ACHIEVEMENTS

NON-PROFIT AGENCY

A policy education and lobbying organization, promoting peaceful resolution of deadly conflict and addressing issues of universal concern.

Title	Dates
As Title, examine country policy toward countries and supports the organizational mission on matters pertaining to the region.	

Ongoing initiatives:

- Educate congressional staff, members, State Department, National Security Council Officials and others on policy issues via office visits, briefings, and position papers.
- Utilize successful grassroots campaigns to support and/or influence favorable legislation.
- Identify and recommend expert witnesses for congressional hearings and briefings.
- Facilitate dialogue between humanitarian organizations and policy makers about aid, human rights, and refugees.

Selected achievements:

- **Developed a national network, and initiated collaboration on a draft of a new bill** to provide an alternative to current legislation, which may have significant humanitarian consequences.
- Presented at a closed-door briefing for **Senate Foreign Relations Committee Staff** about the plight of refugees; was subsequently invited to conduct another briefing on humanitarian issues.
- **Sensitively orchestrated multiple visits for delegations from countries**—including members of parliament and experts such as former Ambassadors and Professors.
- Was invited to **write a regular column** for a national magazine, about developments on the Hill; over the last two years, the column has included legislative analyses and action alerts.
- Disseminated information regarding the impact of policies via radio and press interviews.
- Initiated, developed and maintained a dedicated communication vehicle for experts—a list-serve for legislative and congressional developments.

AGENCY B

An international organization striving for peace and social change around the world.

Title, Foreign Location

Dates

Was successfully promoted from a development position to an overseas role as title, traveled extensively within the region to develop an understanding of diverse regional perspectives, explored tangible effects of U.S. and regional government policy and advocated for policy change. Arranged workshops and seminars. Managed and reported on an annual budget of \$200,000.

Selected achievements:

- Identified common challenges and created opportunities for collaborative learning and policy sharing.
 - Organized a week-long-exchange, bringing together and **facilitating dialogue between X, Y and Z countries.**
 - Initiated and **facilitated successful best-practice discussions between representatives** on alternative military service; as a result, a current movement is now underway for revision of the foreign country’s policy.
- **Initiated and orchestrated the first medical delegation from country to the U.S.** for an exposure tour of U.S. medical facilities; positive, ongoing professional relationships were developed as a result.
- Identified critical need and convened a successful off-the-record meeting involving all relevant constituencies to bridge viewpoints regarding the challenges inherent in monitoring corporate conduct in country; resulted in ongoing collaboration among regional labor activists and monitors.
- Established contacts with regional civil societies and members of national parliaments; developed and led workshops, seminars and exchanges to build relationships across international, ideological and class divides.
- Prepared over 60 reports on key events and initiatives to be distributed internally and externally.

PREVIOUS WORK EXPERIENCE

AGENCY C

Title, Dates
Title, Dates

Title, Dates
Title, Dates

Earned steady promotions, assuming greater responsibilities and recognition for outstanding achievements in relationship building and fundraising. Co-supervised three staff members, and served as union steward, facilitating communication between management and staff.

Selected achievements:

- Established expertise in planned giving and continued to develop one of the most mature planned giving programs in the country, including managing over 100 trusts.
- Cultivated major donors, nationally and internationally, through correspondence, calls, and visits as part of a planned giving unit raising \$4.5 million annually, and brought in real estate gifts valued up to a million dollars.
- Mastered ongoing developments in tax law and creative planned giving techniques, and effectively served as a technical resource for major donors and major donor fundraisers.

EDUCATION & PROFESSIONAL DEVELOPMENT

University, Location: Financial Accounting, Date.

University, Location: **Designed an Independent Major** in Culture—concentration in Concentration, BA awarded in Date. Major GPA: 3.7.

School, Foreign Country: Pursued advanced studies in Language at the *School*, under the auspices of the College program, Date.

University, Location: Program—Language, Completed the summer-long intensive course in Date.

ADDENDUM TO RÉSUMÉ

SELECTED ARTICLES _____

- A
- B
- C
- D

SELECTED PUBLIC ENGAGEMENTS _____

- A
- B
- C

PROFESSIONAL AFFILIATIONS _____

- Membership
- Membership
- Membership

RESEARCH _____

- Project, location
- Project, location
- Project, location
- Project, location