

Abraham Lincoln

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Country of citizenship: United States of America
Veterans' Preference: No
Highest Grade: GS-02-?, 06/2003-08/2003
Contact Current Employer: Yes

AVAILABILITY **Job Type:** Permanent
Temporary Promotion
Federal Career Intern

Work Schedule: Full Time

DESIRED LOCATIONS US-DC-Washington/Metro

US-VA-Northern

WORK EXPERIENCE

Virginia Cooperative Extension 9/2006 - 4/2007

Fairfax, VA US **Salary: 20 USD Per Hour**
Hours per week: 40

Program Coordinator

- Oversee three mentoring programs in limited resource communities
- Recruit, train, and manage 25 adult mentors and 30 youth
- Develop marketing and training materials for use in FMP programs and other county mentoring initiatives
- Write and manage program grants, hire outside contractors for grant implementation
- Communicate in Spanish with program participants and their families (Contact Supervisor: Yes, Supervisor's Name: Clyde Jackson, Supervisor's Phone: 703-324-5369)

U.S. Consulate (Department of State) 6/2005 - 8/2005

Milan, Lombardy Italy **Grade Level: NA**
Hours per week: 45

Political and Economic Section Intern , NA

- Researched and wrote regional economic and political briefs for US Ambassador's Milan consulate district visits
- Worked with Italian professionals in regional chambers of commerce, banks, NGOs, and government offices to compile briefs
- Utilized Italian language skills and political and cultural knowledge in a variety of settings (Contact Supervisor: Yes, Supervisor's Name: Lisa Miller, Supervisor's Phone: State Dept in Wash. DC)

Department of State (Educational and Cultural Affairs) 9/2002 - 8/2003
Washington, DC US **Grade Level: 02**
Hours per week: 20

Intern then Public Affairs Assistant , GS

-Wrote articles in Bureau newsletter & press releases
-Drafted memoranda for the Undersecretary of State
-Supervised contractors on communications project
-Contacted and pitched media for program publicity
-Assembled financial and budget information for use in ECA material
(Contact Supervisor: Yes, Supervisor's Name: Nina Bishop, Supervisor's Phone: 202-203-7024)

EDUCATION

Catholic University of America, Columbus School of Law
Washington, DC US
Doctorate - 5/2011
0 Semester Hours
Major: Law

University of Virginia
Charlottesville, VA US
Bachelor's Degree - 5/2006
121 Semester Hours
Major: Foreign Affairs, Italian Language (double major)
GPA: 3.50 out of 4.0

LANGUAGES

Italian

Spoken: Advanced
Written: Advanced
Read: Advanced

Spanish

Spoken: Advanced
Written: Advanced
Read: Advanced

AFFILIATIONS

National Italian American Foundation Member

REFERENCES

George Washington GWU Professor, Italian Language and Literature
Phone Number: 202-777-3333
Email Address: gWashington@pastpresidents.org
Reference Type: Personal

ADDITIONAL INFORMATION

Skills:
-Strong written and oral communication skills
-Strong analytical abilities and problem solving capabilities
-Grant writing experience (awarded "Dream Catchers" Program Grant by Community and Recreation Services, Fairfax County Government, Dec.

2006)

- Regional expertise in Balkan, Post-Soviet, and Western European political issues (including extensive regional travel and language capabilities)
- Proficient in Microsoft Office programs

Leadership and Service Roles:

Kaleidoscope Center for Cultural Fluency at UVA: Social Diversity Program, Director Sep. '04-May '05

- Developed forums for dialogue between diverse student groups
- Built partnerships between student groups through cultural programming

Società Italiana (Italian Society) at UVA, President Sep. '04-May '05

- Recruited executive committee members, planned meetings, managed a membership base of 40+ students
- Organized club involvement in national Italian-American collegiate workshops and events
- Created community events with local Italian businesses and restaurants

Other Roles at the University of Virginia:

Council of the College of Arts & Sciences:

Italian Department Representative Sep. '04-May '05

International Residence College: Academic Affairs, Committee Chair Sep. '03-May '04

Jefferson Literary and Debating Society: Elected Member Jan. '05-May '06

European Society: Culture Chair Jan. '04-Jan. '05

St. Anthony's Catholic Church, Falls Church, VA: Substitute Instructor, ESL Present