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SUMMARY

Executive with extensive experience in the fields of international education, development (grassroots and grassstops), student exchange, university relations and faculty development, study abroad, internship identification and development, non-profit and corporate management. Proven success in the areas of university program/project design, recruitment, implementation and evaluation. Outstanding financial management, administration, public relations, grant management, and membership development skills. Creative in facilitating effective intercultural and organizational communication involving faculty/staff/student/alumni collaboration in multilevel international initiatives and passionate in building and coordinating outstanding institutional partnerships and volunteer service.

PROFESSIONAL EXPERIENCE**President/Owner**, International Education Associates (IEA), Pittsboro, NC 2004 - 2019

- Substitute Teaching: Chapel Hill & Carrboro City Schools, NC from 2019
- Coordinate the growth of institutional partnerships for global Millennium Challenge Corporation (MCC), Monitoring & Evaluation of US AID projects, SparkWorks, LLC
- Strategic Consultant, Foundation for Sustainable Development (FSD) Kenya Issue Management, facilitated initial start up and ongoing collaboration between FSD and Kenya resulting in 350+ medical/other fellowships, Authored/Published Shikokho/FSD/ Kenya 25th Anniversary History
- Evaluate participants for Mandela Washington Fellowship (MWF) and institutions for International Leaders in Education Program (ILEP), International Research & Exchanges Board (IREX), U.S.DOS
- Identify strategic partnerships and resources for Global Health Learning Opportunities (GHLO), at the Association of American Medical Colleges (AAMC)
- Coordinated the National Summit for Citizen Diplomacy for the National Council for International Visitors (NCIV), now Global Ties
- Directed outreach, fund development and managed events for the East African Center for the Empowerment of Women and Children (EAC)

Director, Institutional Relations, Passport Career, Washington, D.C. 2011 - 2015

- Identified and managed strategic educational institution partnerships to support online global and national career services for students, faculty, scholars and alumni
- Created customized services based on university short and long term global career service needs and objectives in over 80 countries and 250 cities with over 125 global consultants in 50+ languages
- Managed multilevel communication for enhanced cross department and cross-cultural, time sensitive high level effective decision making and semester evaluation and strategy meetings
- Built / maintained strong university relationships, via strategy meetings, staff trainings by departments

Consultant, Faculty Development, Office of Diversity Education and Compliance 2012 - 2013
(ODEC), International Education Faculty Initiatives, University of Maryland, College Park, M.D.**Senior Representative, Communication & Outreach**, Health and Human Services (HHS) 2009 - 2010
and Lockheed Martin, Washington, D.C.

- Managed effective internal and external time sensitive communication with multiple management and technical teams to address executive challenges for complex multimillion dollar Information Technology Infrastructure Operations (ITIO) program for HHS agencies nationwide
- Designed, developed, and executed a variety of strategic plans, schedules, and surveys for corporate management teams and government agency leaders
- Trained and oriented 150+ new hires, regional staff, and HHS Managers nationwide, managing in-person and live on-line training and developing training materials

Program Manager, Institute of International Education (IIE), Washington, D.C. 2008 - 2009

- Managed professional programming for senior level international visitors and groups sponsored by the U.S. Department of State (DOS), International Visitor Leadership Program (IVLP)
- Conceptualized, executed, and monitored programmatic and fiscal aspects of each grant with regional cooperating agencies and DOS officers
- Established relationships and effective communication with cooperating public and private sector agencies, institutions, and organizations across the U.S. for program appointments

- Executive Director and Chief Operating Officer**, Japan-America Student Conference, Inc. (JASC), Washington, D.C. 1990 - 2004
- Led and managed all aspects of JASC, not-for-profit organization founded in 1934, restructuring the organization and tripling revenue to over \$10,000,000. Fundraising, recruiting and developing over 500 (U.S./Japan) corporate partnerships
 - Directed 40-day bi-national annual exchange program for over 1500 students held at universities across the U.S. and Japan, including student advising and counseling
 - Expanded membership and volunteer participation, creating influential alumni network, corporate mentor programs, scholarship programs, and annual publications
 - Managed three distinct national JASC boards and supervised staff and interns
- Vice President**, International College of America (ICA), Bethesda, M.D. 1989 - 1990
- Developed and managed the design of a new international college and directed English Institutes, home-stays, re-entry workshops, and the National Advisory Board
- Head of Reserve Book Room / Assistant Head of Circulation / Circulation Supervisor**, American University (AU) Bender Library, Washington, D.C. 1986 - 1989
- Supervised 250+ assistants, managed operations, and assisted all departments
- Assistant Manager**, Nippon Electric Company (NEC), Munich, Germany 1985 - 1986
- Facilitated bi-national communication in German and Japanese
- EFL Instructor**, *Sprach Studio Lingua Nova*, Munich, Germany 1985 - 1986
- Developed curriculum and taught English to German professionals
- Program Officer / Student Services Officer**, Foreign Student Service Council (FSSC), Meridian International Center, Washington, D.C. 1980 - 1984
- Managed recruitment and programming for over 1000 volunteers and 2500 international students annually
 - Designed and directed new programs and multi-national / themed workshops and represented FSSC at national and international conferences
 - Coordinated membership drives and benefit events at foreign embassies

INTERNATIONAL VOLUNTEER MANAGEMENT & SERVICE

- Founder and Chair, Kenya Projects**, *Shikokho* Women's Group (SWG), *Shikokho*, Kenya 1988 - 2019
- Created and manage a wide variety of grassroots projects supported by the Chevy Chase Presbyterian Church Mission Committee (CCPC) resulting in the *Shikokho* Medical Clinic, HIV/AIDS programs, orphan feeding and day care programs (serving 200 + daily), over 2000 CCPC Annual Scholarships, Womens' Microfinance Initiative (WMI) for over 150 local businesses, Authored/edited 25th Anniversary History
 - Directed medical/work teams to the village in 1995, 2004, 2005, 2007, 2008, 2011, 2013, 2015, 2016
 - Conducted health and household data surveys and founded tree planting program called T.R.E.E.S.
 - Coordinated electrification of the village, new well water and spring renovation initiatives: 4 of 8 renovated
- U.S. Co-Founder & Co-Director**, School Construction and Women's Silk Weaving Projects, *Preah Vihear*, Cambodia, Claudia Godfrey Memorial Education Foundation 1994 - 1996
- Worked with a volunteer team, French NGO *Action Contre La Faim*, and the Vietnam Veterans of America Foundation to establish four schools and numerous village weaving projects in the *Preah Vihear* region
- International Exchange Program Service** 1979 - 1985
- Study Abroad Advisor, *Amerika Haus*, Munich, Germany
 - *Au-Pair* and intensive German language study, Munich, Germany
 - Director Reentry Programs, Experiment in International Living (World Learning), Washington, DC
 - Resource Center Director, Orientation Group Leader, C.W. Post Campus of Long Island University, American Field Service and AFS high school Family Liaison

EDUCATION

M.A. International Education
B.A. Education

American University, Washington, D.C.
 University of North Carolina, Chapel Hill, N.C.

SKILLS/INTERESTS

Excellent oral/written communication, office management, technology skills; lived in 3 countries, work or travel in 26 countries