

## NON-PROFIT EXECUTIVE

Non-profit organization leader with a history of excellence in reaching beyond established boundaries to realize success. Proven in preparing students and professionals from across the Middle East for work, developing vital educational opportunities, and raising cross-cultural awareness.

- Visionary strategist with extensive leadership experience, including non-profit operations oversight, program planning, and communications management.
- Extensive success in articulating objectives and motivating staff to exceed ambitious organizational goals and objectives. Innovator with a track record of positioning non-profits for future success.
- Respected by peers for advancing strategic partnerships and alliances. Very comfortable interacting with individuals and groups and across all levels of the organization. Persuasive presenter and influential speaker.
- Recognized as effective around diverse policy and procedural issues, compliance requirements, and legal matters; excellent command of current/emerging trends in international education.

Thought Leadership Communication Strategies Strategic Planning & Execution Program Development & Management	Budget Administration Operations Oversight Training & Development Strategies Policy Development & Implementation	Staff Leadership Metrics & Reporting Performance Tracking Performance Measures
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## CAREER EXPERIENCE & ACCOMPLISHMENTS

ME.CONSTITUENTS, Washington, D.C

2006-Present

**Vice President, 2016-Present**

Advanced to the senior leadership team to serve as a key thought leader and strategist. Identify opportunities, address operational challenges, lead improvement strategies that maximize sustainability, and make critical decisions that foster organizational growth. Evaluate, draft, and execute organizational policies and motivate team to achieve the organization's objectives. Engage in short- and long-term planning and present viable solutions to key organizational issues. Supervise the overall department budget.

### Key Highlights

- Attract, hire, train, and develop staff; create a culture focused on excellence by holding staff accountable, monitoring performance, and providing constructive feedback.
- Foster development of systems and mechanisms that inspire cross-project sharing and cultivate inter-project relationships.
- Ensure exchange program staff and country directors are consistently apprised of emerging information that impacts exchange programs, immigration issues, and news The International Educators' Exchange Alliance.
- Cultivate and maintain lasting relationships with program sponsors to consistently achieve targeted results.
- Maximize organizational growth by engaging in proposal development to support projects with participant exchange academic and training components.
- Serve as ME.Constituents' Responsible Officer for the J-1 Visa Sponsorship, including academic, intern, and trainee designations.

### Selected Achievements

- Expanded the department by winning two key State Department-sponsored projects that have become long-term programs for ME.Constituents.
- Respected for the ability to develop and mentor staff; credited with playing a major role in staff career progression, both within the organization and beyond ME.Constituents.

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### **Director, Exchange Programs 2010-2016**

Established objectives and oversaw a high-performing team in execution of division operations, including staff training and development, preparation and updating of procedures, and management of administrative systems. Developed and managed core programs. Designed strategies, policies, and plans required to successfully execute the organization's mission. Focused on enhancing services, optimizing resources, and maximizing performance and productivity. Administered the department budget. Served as a member of ME.Constituents' management advisory council charged with long-range, strategic planning and designing training workshops.

#### **Selected Achievements**

- Established the Bi-Communal Program on behalf of the U.S. Embassy in Crete. Set up Crete operation by proactively using connections to advertise in select newspapers for a project coordinator, contact a realtor for prospective office space, and schedule interviews prior to traveling to Crete. The advance work allowed for staff hiring, and leasing and furnishing of office space within a week of arrival.
- Managed sensitive AID-sponsored technical observation mission to the U.S. for senior members of the Parliament and five staff. Planned, organized, and executed logistics in support of visit. Oversaw subcontract with the International Law Institute for program content. Secured escorts/interpreters and planned special reception for Parliamentarians on Capitol Hill. Administered the program budget. Drafted final program report for AID.
- Credited for resolving outstanding debt issue with a Middle Eastern government client who was in arrears for more than \$100,000; maintained the relationship and negotiated a new payment schedule to collect funds up front, eliminating the need to support large deficits on the program.
- Recognized with the Superior Performance Award, an annual, internal award given to the top performers at ME.Constituents.

### **Director of Programs, Crete-American Scholarship Program (CASP), 2006-2011**

Set goals and led staff in administration of an AID-sponsored bi-communal development project for Crete. Designed and executed the program in accordance with AID guidelines. Placed and monitored students in U.S. academic institutions. Researched and placed mid-level public and private sector employees in field-related, short-term training programs. Administered a sub-recipient agreement with Crete Fulbright Commission. Prepared and submitted biannual program progress reports. Devised and delivered staff training. Developed and administered the program budget.

#### **Selected Achievements**

- Oversaw the evolution of CASP to incorporate conflict resolution work. Focused on building trust through basic conflict resolution training, and bi-communal adult professional development opportunities and youth summer camp programs.
- Drafted the organization's first comprehensive student orientation handbook, introducing students to the U.S. culture and the educational system while offering practical advice on topics such as housing, banking, and health insurance.

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## EDUCATION

GEORGETOWN UNIVERSITY, Washington, D.C.  
Master of Arts, Comparative Government

NORTHEASTERN UNIVERSITY, Boston, MA  
Bachelor of Arts, Journalism

## PROFESSIONAL AFFILIATIONS

International Educators Association  
International and Cultural Exchange Alliance