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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** American University, Washington, D.C.
B.A. Education 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

Program Design, Development, Membership and Fiscal Management

Kenya

Overseas Mission Management: On-going: Design and direct two-week field visits to the Shikokho Medical Clinic in the village of Shikokho, Kenya for volunteer work teams - 1995, 2004, 2005, 2007, 2008, 2010, 2011, 2013, 2015, 2017. Organize orientation and materials as well as post-travel wrap up and debriefing. Survey and synthesize village and team members' interests and needs, coordinate daily activities. The teams bring medical and educational supplies, assist with construction and maintaining projects, purchase and install equipment, and evaluate all partnership projects. Currently monitoring well water initiatives. Other achievements: Coordinated efforts for electrification connecting the village to the grid in 2006, established an HIV/AIDS mobile clinic, orphan feeding and day care center, heifer project, tree nursery, village security, operational procedures for clinic professional and community staff, and administered a health and household data questionnaire to families in the village. Prepared clinic for its official opening and led *harambe* ("pulling together") with Kenya's Minister of Health and over 500 guests in 1995 as well as official opening of the staff house and maternity wing in 2004 and the 25th Anniversary Celebration with local Kenyan Member of Parliament and other dignitaries in 2015. This tri-lateral collaboration is heralded as a national model as the first rural clinic in Kenya which is sponsored by three groups: the Kenyan government, local women's group and U.S. church. The village is one hour walking distance to public transportation. Authored 25th Anniversary History of the partnership in 2015.

Volunteer Coordination: On-going: Founded and presently manage all volunteers related to ongoing collaboration between U.S. church and the Shikokho Medical Clinic and village schools in Shikokho, Kenya. Manage all efforts in sending contributions, equipment, personnel, and supplies annually, coordinate ongoing HIV/AIDS monthly mobile visits from nearby hospital, and oversee thirteen volunteer development projects there. Organized U.S. and village volunteers for construction of clinic, staff quarters, and maternity wing. Supervised first visit by Shikokho Women's Group (SWG) representatives to sell village crafts in the U.S in 2004. Coordinated Pentecost offering raising \$18,000 to support 2004 Mission teamwork in Shikokho. Directed outreach and fund development for East African Center (EAC) "Evening for Africa" event, directed collaboration between EAC and Shikokho, Kenya (2006 – 2007).

T.R.E.E.S – Training for Reforestation and Environmental Education in Shikokho: On-going: Designed (1988) and presently coordinate on-going small business effort in Shikokho for tree and tea planting in the region. Since firewood is still used for cooking, reforestation is vital. Members of the group provide training on reforestation throughout the village and region as well as to students at the Secondary and Primary schools. "Telephone Pole Planting Scholarships" provide funds for secondary school needy students. A tree planted in primary school is cut and sold ten years later to cover their fees.

Educational Scholarships & Donor Programs: On-going: Created and presently coordinate annual opportunity for CCPC members to contribute towards primary and secondary scholarships for over 200 students each year. Other donor items have included mosquito nets, school supplies, textbooks, laptops, typewriters, eyeglasses, Crocs (shoes), sewing machines and bicycles. Coordinate funds for clinic operations, medical supplies, and orphan feeding programs resulting in \$30,000 raised annually. All primary and secondary students, as well as, orphans are attended at the clinic.

Women's Leadership Skills Acquisition: V.I.S.I.O.N. – Village Initiative for Skills, Inquiry & Networking. On-going: Designed and developed a model based on the experience of the Shikokho Women's Group (SWG) in Western Province. Facilitated group identification, participatory research and implementation of five SWG projects: adult education, poultry raising, sewing school uniforms, tree planting, and a community health clinic. The SWG health initiative continues as a vibrant partnership with CCPC support of the clinic, maternity wing, staff quarters, and future community center.

Women's Leadership Education: Directed a “learning by doing” leadership experience for six Shikokho women (officers of the SWG) who had some secondary education. Skills were gained in the areas of participatory research, writing a constitution, writing minutes of meetings, writing project descriptions and proposals, opening and using a bank account, typing, letter writing and mailing, simultaneous translation, and sending and receiving monetary disbursements. This interest led to SWG officers' visits to a self-sustaining demonstration farms and health clinics and meetings with local, district, and international development officials and agencies, as well as hosting visiting delegations from the U.S., Japan and Canada.

Medical and Community Development Internships in Kenya: Assist organizations and individuals interested in grass roots development in Kenya with orientation and materials. Directed establishment of and facilitate formal internship programs with the Foundation for Sustainable Development, CA and Shikokho. 250+ interns have benefited from the field experience, 40% of whom had medical backgrounds. Facilitate ongoing orientation program and advisement. Monitor outcomes.

Shikokho Secondary School Library: Established a library of over 3000 volumes and trained librarian and library assistants. Sorted and categorized books, researched and developed an abbreviated Dewey Decimal classification system for sustainable local conditions. Directed CCPC Pentecost offering raising \$10,000 for textbook replacement at the secondary school. Currently coordinate World Bank book donations when available.

Population Education: Designed and developed a proposal for educating women in Western Province regarding birth control, based on local participatory research and an appraisal of local traditions and conditions related to fertility and culture. Given that it was applied at the village level in Shikokho, projects for basic needs and avenues for adult education were implemented first. Currently, population education, fertility, and child welfare classes are organized by the Shikokho clinic staff.

Kenya Correspondence: Design and direct joint classroom projects between the Shikokho schools and adult education classes and U.S. schools and CCPC youth. The activities enhance language arts, geography, history, and English curriculums and stimulates cross cultural discussions and understanding.

Health and Household Data Survey, Shikokho, Kenya: Designed a comprehensive longitudinal data collection tool for determining local needs (attitudes, beliefs and behavior related to health, education and household issues) in the village of Shikokho to be used by health clinic staff and village planners for basic health and development. The personal interview format is comprised of 65 questions and non-verbal clues. The survey has been administered by medical team visitors, study abroad students, clinic staff and volunteers in Shikokho with the goal of collecting data on the 300 families living in the village.

Handbook for Kenya Field Workers: Compiled extensive guidelines for persons assuming grassroots community development positions in developing countries. This handbook is based on the experience of living and working with the Shikokho Women's Group in Kakamega County.

Education Sector Assessment, Kenya: Researched and wrote comprehensive assessment, including recommendations, describing the conditions in the field of education in Kenya (for Masters research).

Cambodia

Claudia Godfrey Memorial Education Fund: Created and served as corresponding secretary for the construction of schools in Cambodia where Claudia Godfrey served with the United Nations during the 1992 historic first election. After her untimely death in 1994, an outpouring of interest from friends and family realized her dream of rural education in villages where she served. Four schools and women's silk weaving projects were built in the heavily contested province of Preah Vihear where assistance had been scarce. Projects were realized through a partnership with French NGO named ACF (Action Contre La Faim) and VVAF (Vietnam Veterans of America Foundation) in Washington, D.C.

Japan

Membership Management: Japan America Student Conference (JASC). Designed, developed and managed all aspects of five membership divisions of JASC: Alumni Association, National Advisory Committee (NAC – made up of university professors, organizational representatives and ambassadors), AEC – American Executive Committee (student leadership association), Bi-National Board of Directors, Corporate and Foundation Giving Annual Membership recognition. Success in these vibrant member groups led to the organization’s financial stability and national recognition.

Fiscal Operations Management, JASC: Created and executed all revenue and expense budgets with \$500,000+ operating budget, as well as, trained and supervised staff in accounting procedures. Collaborated with accountant on preparation of quarterly financial statements and annual audit. Created accounting procedure and annual training for student treasurer to administer \$15,000 expense budget.

Fundraising and Benefit Coordination: Created and managed efficient corporate development program with over 500 corporations (\$10,000,000+ in revenue) in the U.S. and Japan as annual supporters of the JASC. Responsible for corporate and foundation fundraising, Board development, scholarship funding, alumni annual giving, major gifts, and planned giving programs, including in-kind contributions, cultivation, solicitation and stewardship of donors. Managed all activities related to JASC’s 60th Anniversary, 50th JASC Commemoration and 70th Anniversary Celebration. Created and managed the JASC Endowment Endeavor. Created Alumni Giving by Decade challenge program. Established annual Silent Auction program for alumni. Created and managed annual alumni scholarship program.

Conference Management: Supervised all aspects of the 30 day JASC conference, program detail and university relationships at four colleges each summer for 80 students over a 15 year span. Worked in tandem with the AEC, NAC, BOD, government, business, and college officials. Formats included plenary, panel and small group discussions, and field trips. Managed all university co-curricular activities and university vendor financial contracts successfully.

JALEC (Japan-America Leadership Exchange Committee): Supervised all aspects of five year USIA grant for annual two week exchange between Presidential Management Interns (PMI) and Japanese mid-level government bureaucrats. Based on the JASC model of participant designed and conducted programming, JALEC continues under a variety of program names.

Corporate and Alumni Mentor Programs: Created and managed JASC corporate mentor program with over 100 corporations in the U.S. and Japan to link the annual 80 student leaders and alumni for possible internship and job opportunities. Founded in 1991 with the American Chamber of Commerce in Japan. Established similar program for alumni collaboration with students.

Publications Management: Directed all aspects of production of four annual reports provided by JASC to its related constituency groups. These included: Executive Director’s Report, Brochure, Bulletin (conference report), and alumni quarterly newsletters, as well as 60th and 70th Anniversary Histories.

Volunteer Coordination: Directed collaboration with over 3,000 JASC volunteers (Board, NAC, AEC, supporters, alumni, university officials and student delegates). Coordinated short term homestay programs for 80 students with 40 families each year over a fifteen year span.

International College of America (ICA): Managed a bi-national effort (U.S. – Japan) to design and develop the foundation of a new international college. Responsibilities included coordinating the national Board of Directors, catalogue design, and preparation of a proposal for accreditation by the Maryland Higher Education Commission. **Summer Institutes:** Organized classes, activities, and homestays for an eight-week study abroad program for 36 Japanese students from the Yokohama Academy in the summer of 1990 and a three-week program for 30 Japanese students in the summer of 1989.

United States

Substitute Teaching: Chapel Hill & Carrboro City Schools, NC

Programming: **Institute of International Education (IIE).** Designed and managed short term *International Visitor Leadership Program (IVLP)* exchanges for State Department funded programs.

Faculty and Staff Development: **University of Maryland, College Park** Office of Diversity Education and Compliance (ODEC), Developed campus wide faculty led international education initiatives. **Passport Career,** Designed and delivered staff and faculty trainings, webinars and strategy meetings for over 100 university departments nationwide, UK and France.

Communication & Outreach: Health and Human Services (HHS) and Lockheed Martin. Facilitated effective communication and training strategies for complex multimillion dollar Information Technology Infrastructure Operations (ITIO) program for HHS agencies nationwide.

Volunteer Coordination: Foreign Student Service Council (FSSC), Meridian International Center. Supervised over 1000 volunteers and 2500 international students each year in host family and student activities sponsored by the Foreign Student Service Council.

Peace Corp / FSSC International Student Partner Program: Designed and directed “Professional Match Program” in local associations and institutions; created “Partner Program” with returned Peace Corps volunteers to match international students with volunteers who served in their countries.

Workshop Management: Designed and directed FSSC / Georgetown University Immigration Seminar for over 100 foreign student advisors and immigration counselors; International Business workshops for international graduate students through a State Department grant; and workshops on technology and educational transfer, professional integration, and cultural reentry.

International Student Speakers Bureau (ISSB): Designed and instituted program matching international student speakers and teachers for cultural classroom programs in the Washington D.C. – Maryland – Virginia area; trained D.C. school officials and local university Foreign Student Advisors on needs assessment, materials development, international student recruitment, and orientation.

Rotary Foundation Scholarship Program: Managed all efforts for the Bethesda / Chevy Chase Rotary Club to recruit, interview, and select applicants for international scholarship exchange program.

Internationalizing Your School Curriculum: Designed and developed a three-day workshop for secondary school curriculum enhancements for development education, global / multicultural education, and cross-cultural communication education; and **Cross-Cultural Curriculum: A Study of Five Non-Western Cultures for Secondary School use.** (Patented Master’s projects).

Germany

Cross Cultural Facilitator, Munich, Germany: Nippon Electric Company (NEC). Managed cross-cultural communication in a multicultural working environment - a Japanese computer firm operating in Germany. Assisted directors and all teams using both languages.

English as a Foreign Language Instructor (EFL), Munich, Germany: Sprach Studio Lingua Nova. Developed curriculum and taught EFL to professionals for proficiency in English for business purposes in Germany. Also developed curriculum and facilitated learning in EFL to illiterate villagers in Kenya.

Amerika Haus, Munich, Germany: Advised international and American students regarding educational opportunities, financial assistance and travel in the U.S. and Germany.

Experiential Learning

Travel (in 26 Countries)

- Argentina, Belgium, Brazil, Canada, Czechoslovakia, England, France, Germany, Greece, Hungary, India, Italy, Japan, Kenya, Luxembourg, Malaysia, Mexico, Paraguay, Poland, Russia, Spain, Switzerland, Tanzania, Thailand, Turkey, Uruguay.
- Field Research with Kenyan village women's group, lived with chair's family, 1988.
- Au-Pair position with German family, 1984 – 1985.
- Seminars Abroad: met with student leaders in ten countries over a three month period of travel, 1978.
- Camping tour of national parks throughout the U.S. in 1974 and on staff in 1979.

Related Educational Coursework and Workshops

- *F1 Student Advising*, NAFSA Region VIII Conference
- *Intercultural Management Institute*, American University - Education & Development Fund Award
- *Conflict, Religion and Diplomacy*, George Mason University
- *Reform of Education Policies for Ethno-Linguistic Minorities*, American University
- Numerous workshops on *Non-Profit Management, Board and Alumni Development and Fundraising*, The Support Center of Washington, D.C.
- *Global and Multicultural Education*, American University
- *Executive Writing Seminar*, American University
- *Cross-Cultural Communication*, Consortium of Universities Library Council
- *Culture General Assimilator Workshop*, SIETAR International, Richard Brislin – East West Center
- *Applied Intercultural Communication*, American University - Staff Development Award
- *Dynamics of Intercultural Communication*, American University - Staff Development Award
- *Communication Across Cultures* (Bob Kohls); German, Swahili and Japanese, USDA Grad School
- *Immigration Law*, AYUDA / VISTA

Memberships and Community Involvement

- Foundation for Sustainable Development Board of Advisors (current)
- National Association for Foreign Student Affairs (current)
- Society for International Development (current)
- Coalition for Citizen Diplomacy (2008)
- National Friends of Kenya (1989 to present)
- Shikokho Women's Group, Western Province, Kenya (1988 to present)
- Founder & Chair Emeritus, Shikokho Committee, CCPC (2004 to present)
- Mission Committee, Chevy Chase Presbyterian Church (CCPC) (1989 to 2004)
- Alliance for International Educational & Cultural Exchange, Founding Member (1990 – 2004)
- Society for International Education, Training & Research (1980 – 1990)
- National Council for International Visitors (1980 – 1984)
- Columbus *Gesellschaft*, Munich, Germany (German/American friendship society, 1984-1987)
- National Association of International Student Assemblies (Advisor to the President, 1984)