
Cultural Affairs Officer Resume

Job Objective

Career minded Cultural Affairs Officer with years of experience skills and the ability to work independently or as a team seeking position with well-established organization.

Highlights of Qualifications:

- Outstanding knowledge of U.S. foreign and domestic policy goals regarding educational exchange programs
 - Sound understanding of international exchanges and conduct of U.S. foreign policy regarding cultural exchange
 - Ability to assign, review and supervise a team of experts
 - Ability to adjust to change and difficult situations without being stressed
 - Exceptional verbal and written communication skills
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Professional Experience:

Cultural Affairs Officer
Department Of State, Grand Rapids, MI
August 2005 – Present

- Assessed ongoing professional, youth and cultural affairs programs to check suitability and effectiveness as cultural exchange measures
 - Assumed duties of in the absence of the Office Director.
 - Recommended appropriate modifications to the existing procedures to achieve department's goals.
 - Assisted in the formulation of Citizen Exchanges policies to achieve objectives.
 - Developed reports on actions taken.
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Education:

Bachelor's Degree in Liberal Studies
Blackburn College, Carlinville, IL

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