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# INTERNATIONAL RELATIONS SPECIALIST RESUME

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## Summary:

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A highly motivated and enthusiastic individual with broad-based proven experience; Highly articulate and effective communicator; works well with individuals on all levels; Recognized as a resource person, problem solver and team player; Profound expertise in developing plans for expansion, and utilization of intelligence and facilities; Efficient in identifying new opportunities; Profound expertise in developing strategies; Possess excellent interpersonal skill and cross-functional team interactions to collaborate with various teams.

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## Professional Experience:

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International Relations Specialist January 2007 – Present  
Roll International, Chicago, IL

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## Responsibilities:

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- Provided support in the development of strategic assessments form international relations and foreign affairs perspective.
- Conducted research and analysis on issues associated with mission sets.
- Assisted with developing facts, assumptions, and limitations in order to accurately frame the situation through the development of a multi-perspective understanding.

International Relations Specialist May 2004 – December 2006  
Department of Energy, Washington, DC

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## Responsibilities:

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- Served as a point of contact on behalf of the Department of Energy for coordination of all DOE activities related to clean energy bilateral cooperation from a policy, technical and programmatic standpoint.
- Managed preparations for major meetings such as Ten Year Framework Talks.
- Assisted in Secretarial visits and in visits of other Senior DOE officials.
- Reviewed DOE's cooperative activities for DOE/ PI participation and involvement in clean energy activities.

Labor Relations Specialist February 1999 – May 2004  
Hamilton Sundstrand, Rockford, IL

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## Responsibilities:

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- Provided support in the development of strategic assessments form international relations and foreign affairs perspective.
- Conducted research and analysis on issues associated with mission sets.
- Assisted with developing facts, assumptions, and limitations in order to accurately frame the situation through the development of a multi-perspective understanding.

International Relations Specialist May 2004 – December 2006  
Department of Energy, Washington, DC

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## Education:

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Master of Science in International Relations  
Stanford University, CA, 1999  
Bachelor of Science in Economics  
Stanford University, CA, 1997

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## Skills:

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- Good communication skills, both written and verbal
  - Good negotiation and interpersonal skills
  - Strong organizational and analytical skills
  - Good numeracy skills and a knowledge of statistics
  - A high standard of computer literacy
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## Awards and Honors:

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American Association of Industrial Management, Member  
International Public Management Association for Human Resources, Member

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