

## Seamus P. Ahern

- Outgoing and articulate; very strong interpersonal skills
- Competitive work ethic
- Tremendous Leadership Skills

### **Loras College**

Dubuque, IA, BA in Criminal Justice, Minor in Psychology, May 2004

### **Black Hawk College**

Moline, Illinois,

2000 – 2001

### **Illinois Supreme Court, Judicial Marshal**

**Sept. 2007 – Current**

- Appointed as a Marshal by the Illinois Supreme Court
- Attended Supreme Court Sessions to ensure proper decorum
- Conducted Research for the Court and attended to many administrative duties

### **Office of U.S. Senator Barack Obama, Field Representative**

**March. 2006 – Aug. 2007**

- Established Moline Senate Office of Senator Obama
- Met with Senator's staff and collaborated with staff on policy matters
- Met with National, State, County and Local Officials
- Advised constituents on various matters

### **United States Marine Corps Reserve**

**2000 – 2006**

#### **Quantico, Virginia**

- Staff Non-Commissioned Academy
- Graduate of Sergeants Course, June 2006

#### **Fallujah, Iraq**

- Veteran of Operation Iraqi Freedom II
- Aided with Humanitarian Missions
- **Deployed July 2004 – March 2005**

#### **29 Palms, California**

- Combat Arms Exercise, summer 2003
- Successfully participated in and carried out command orders

#### **Bangkok, Thailand**

- Operation Cobra Gold, summer 2002
- Successfully participated in and carried out command orders

#### **Courthouse Bay, North Carolina**

- Marine Corps Engineer, March 2001
- Earned Basic Electrician Certification

#### **Camp Lejeune, North Carolina**

- Graduated Marine Combat Training, December 2000

**Parris Island, South Carolina**

- Graduated as Private First Class, November 2000

- 
- US Marine Corps Promotion, Sergeant, April 2005
  - US Marine Corps Promotion, Corporal, January 2003
  - US Marine Corps Promotion, Lance Corporal, March 2001
  - Basic Electrician Certification, March 2001
  - Laptop Technology, 2000-2004

**PRACTICE AREA:** Congressional Oversight and Regulatory Law

**PROFESSIONAL MEMBERSHIP:**

- Tennessee Bar
- Arlington/Falls Church Young Republicans

**EXPERIENCE:**

**UNITED STATES DEPARTMENT OF DEFENSE**

**Director, Congressional Investigations, Office of the Secretary of Defense\***

**Appointed by President George W. Bush**

**WASHINGTON, D.C.**

**June 2007 – Present**

- Advise Assistant Secretary for Legislative Affairs on oversight investigations by the Senate Armed Services Committee, the House Armed Services Committee, and the House Oversight and Government Reform Committee, and provide strategic guidance for response. Requires intimate familiarity with Congressional investigatory process, agency process, committee structure, and key Member interests.
- Sample investigations include: Pat Tillman, Walter Reed, Internet Sale of Military Equipment, Coalition Support Funding, Baghdad Embassy, Blackwater, Use of Private Contracting in Iraq and Afghanistan, and various National Guard issues.
- Liaise with Department components, the White House, other Executive Agencies, and the private sector to prepare Department response to investigations.  
Oversee and execute department response to investigations, including: negotiating witness appearances; negotiating the scope of document production requests; coordinating document production compliance; preparing witnesses for testimony and interviews; drafting correspondence between the Assistant Secretary and the committees; and coordinating the production of information to the committees.
- Research and track committee investigations of other agencies, determine whether and how they affect Defense Department interests, and recommend appropriate action.
- Brief committee Members and personal staff on matters relevant to investigations.
- Oversee the establishment of organizational policies and processes, information resource efforts, and management control initiatives with respect to oversight investigation response.
- \* Promoted from Special Assistant to Director in March 2008, adding Senate investigations to my portfolio.

**UNITED STATES HOUSE OF REPRESENTATIVES**

**Counsel, Oversight and Government Reform Committee**

**WASHINGTON, D.C.**

**November 2005 – January 2007**

- Provided legal advice via memoranda and in-person briefings to Congressmen Tom Davis and Darrell Issa on energy and natural resources issues, researched and drafted legislation, met with lobbyists, and conducted oversight investigations.
- Investigated the Interior Department for actions leading to a \$10 billion loss of royalty payments due to faulty deepwater drifting leases. Responsible for developing the overall strategy and goals for the investigation, as well as negotiating and managing a large-scale document production.
  - Conducted 5 investigatory hearings with Congressmen Tom Davis and Darrell Issa.
    - Prepared all briefing materials for Members of the Committee and conducted in-person briefings with Members and personal staff;
    - Prepared all opening statements and witness examination questions;
    - Negotiated for witness appearances, including the heads of major oil companies and Interior Department officials;
    - Drafted and served Congressional subpoenas for witness appearances;
    - Conducted interviews of private and public sector witnesses prior to hearings; and
    - Counseled the Chairman and majority committee Members during the hearings.
- Conducted an oversight hearing with Congressman Issa on the Critical Use Exemption Process outlined by the Montreal Protocol for the annual use of methyl bromide.
- Drafted legislation
  - H.R. 5231, the Deep Water Royalty Jurisdiction Act;
  - Davis Amendment to H.R. 4761, the Deep Ocean Energy Resources Act of 2006; and

- H.R. 3496, the National Capitol Transportation Amendments Act of 2005
- Co-author of *Securing America's Energy Future*, a published Majority Staff Report on the 25-year outlook of America's energy consumption and the geopolitical ramifications of foreign dependence.

**LATHAM & WATKINS LLP**  
**Pro Bono Attorney**

WASHINGTON, D.C.  
 January 2005 – November 2005

- Provided legal representation in conjunction with the Washington Legal Clinic for the Homeless.
- Performed intake interviews with homeless to screen for potential legal issues.

**Legal Assistant/Paralegal**

October 2003 – November 2005

- Provided general legal assistant and paralegal services to the corporate outsourcing department, such as document review, client billing, editing legal memoranda and correspondence, and creating presentations.

**CAMPAIGN EXPERIENCE:**

**REPUBLICAN NATIONAL COMMITTEE**  
**72-Hour Task Force Volunteer, Des Moines, IA**

WASHINGTON, D.C.  
 November 2006

- Provided legal advice to poll watchers on election day and oversaw the opening of absentee ballots.

**EDUCATION:**

**AVE MARIA SCHOOL OF LAW, ANN ARBOR, MICHIGAN**

Juris Doctorate, May, 2003

- St. Thomas More Academic Scholarship
- Founder and Chief Operating Officer (VP), Business Law Society
- Worked for Kirkland & Ellis LLP during summers of 2001 and 2002

**THOMAS AQUINAS COLLEGE, SANTA PAULA, CALIFORNIA**

Bachelor of Arts, June, 1999 (Great Books Program)

- St. Thomas Aquinas Academic Scholarship

**REFERENCES:**



## KIMBERLY A. ALLDREDGE

### EXPERIENCE

OFFICE OF THE SECRETARY OF DEFENSE, Washington, D.C. 2007-Present  
**Country Director, Europe and NATO Policy**

Advisor on the formulation and coordination of international security strategy and policy for Turkey, Cyprus, Estonia, Latvia, Lithuania, Austria, Switzerland, and Malta.

#### *Contributions:*

Successfully co-planned, executed, and participated in a multi-lateral working group meeting in Riga, Latvia between the United States, Estonia, Latvia, and Lithuania in order to expand and intensify bilateral and multilateral efforts to share information, discuss lessons learned, identify issues of mutual concern, and find solutions to mutual challenges.

Co-developed, strategized, and shepherded a U.S.-Estonia initiative for increased bilateral cooperation through the intra-organizational and inter-departmental process achieving approval for its implementation.

Initiated and participated in international, inter-governmental, inter-departmental, and inter-organizational meetings and negotiations with working-level, mid-level, and senior-level government officials to game scenarios, create strategies, and discuss the implementation of policies in order to effectively resolve ongoing challenges.

Directed the daily management of the U.S. bilateral relationship with key European partners, linking department staff, embassy personnel, and government officials to facilitate communication and cooperation.

Authored policy papers, talking points, speeches, briefing books, and presentations. Took an active role in conducting subject matter briefings for the Secretary and other senior-level officials to prep them for meetings with international counterparts.

RAND CORPORATION, Washington, D.C. 2001-2004

#### **Adjunct Staff**

Member of several multi-disciplinary teams (including economists, doctors, policy scientists, statisticians, sociologists, and demographers) addressing complex domestic and international problems on an ever changing portfolio of new projects.

*Contributions:*

Worked as part of a research team examining the health effects of eight possible causes of Gulf War illness in order to inform client and the public, recommend changes to policies and procedures, and minimize future problems. Read and wrote summaries of research documents, created composite documents, prepared draft documents, large reports, presentations, and literature reviews.

Co-conducted impact analysis of government small pox vaccination program by administering on-site interviews, compiling data, and writing reports generating project-specific analysis in a confidential and time-sensitive environment.

Supported the development of the RAND Worldwide Terrorism Incident Database, recording terrorist incidents around the world to aid in the investigation of the origins, development, and implications of terrorism for policy officials, the private sector, and first responders.

UNITED STATES HOUSE OF REPRESENTATIVES, Washington, D.C. 1998-2000

**Legislative Aide**, 1999

**Legislative Correspondent**, 1998-1999

**Staff Assistant**, 1998-1999

Advisor to Congressman James V. Hansen on the formulation, coordination, and implementation of Federal legislation with responsibility for social welfare, education, health care, immigration, judiciary, and labor policy.

*Contributions:*

Co-developed and coordinated implementation of a legislative initiative designed to eliminate roadblocks to coverage and expand hospice care for terminally ill children.

Conducted legislative analysis, researched and synthesized complex information, monitored proposed and pending legislation, briefed and advised the Congressman on policy issues, actively participated in strategic planning meetings, and recommended legislative and political actions to be taken.

Attended and participated in legislative committee meetings, met with senior government officials, community leaders, trade associations, public interest groups, school groups, and constituents.

Prepared a wide variety of briefing materials such as background papers, drafting bulletins, Q&A documents, memoranda, guidance documents, manuals, and brochures.

UNITED STATES SENATE, Washington, D.C.

1997

**Intern**

Intern in the Office of Senator Orrin G. Hatch assisting legislative staff by researching issues, drafting letters, assisting with office operations, and attending meetings and events.

*Contributions:*

Selected by the Legislative Director to conduct a special research project on a children's health insurance bill expanding the number of children eligible for the State Children's Health program.

Worked on U.S. Senate Judiciary Committee with staff on Attorney's General tobacco lawsuit. Drafted correspondence, met and greeted senior government officials, community leaders, public interest groups, and constituents.

**EDUCATION**

**THE AMERICAN UNIVERSITY IN CAIRO  
M.A., International Relations**

**GEORGETOWN UNIVERSITY  
B.A.L.S., Social and Public Policy**

**JAMES H. ANDERSON, Ph.D.**

**Office of the Secretary of Defense, GS-15, Schedule C Appointee**

- *Director, Middle East, International Security Affairs, November 2006-Present.* Supervisory position. Responsible for managing all Middle East Country Directors, except Iraq. [REDACTED]
- *Country Director, Israel, International Security Affairs, May 2003-November 2006.* Responsible for briefing senior policymakers, preparing decision memoranda, coordinating policy issues.
- *Special Assistant, Legislative Affairs, September 2001-May 2003.* International Security Policy portfolio. Prepared DoD witnesses for congressional testimony, coordinated legislative priorities, responded to congressional inquiries.

**DFI International, Washington, DC**

- *Associate, 2000-2001.* Project Manager for DoD contracts analyzing future strategic arms control agreements and information support requirements.

**The Heritage Foundation, Washington, DC**

- *Research Fellow, 1997-1999.* Researched and wrote policy papers on a wide range of national security topics. Authored *America at Risk: The Citizen's Guide to Missile Defense* (1999). Promoted and awarded multiple performance bonuses.

**Marine Corps University, Quantico, VA**

- *Associate Professor of International Relations, Command and Staff College, 1993-1997.* Served as Electives Program Course Director and Deputy Director, Strategic Level of War Course. Promoted and awarded multiple performance bonuses.

**United States Marine Corps**

- *Intelligence Officer.* Commissioned 2<sup>nd</sup> Lieutenant, August 1986. Promoted to 1<sup>st</sup> Lieutenant, August 1988; Captain (Reserves), June 1991; and Major (Reserves), October 1996. Honorable discharge, January 1998.

## **Education**

- *The Fletcher School, Tufts University, Ph.D., International Relations, November 1993; M.A.L.D., November 1991. Dissertation topic: National Decision-Making and Quick-Strike Intervention.*
- *Amherst College, B.A. in Philosophy, May 1985. Phi Beta Kappa, magna cum laude.*

**JAMES H. ANDERSON, Ph.D.**

***Professional Experience***

***Office of the Secretary of Defense, Pentagon***

- *Special Assistant (Schedule C Appointee), Legislative Affairs, Sept. 2001-Present.* Responsible for preparing DoD witnesses, coordinating legislative issues, and responding to Congressional inquiries. Portfolio includes missile defense, CTR, WMD, counterproliferation, and force protection issues.

***DFI International, Washington, DC***

- *Associate, 2000-2001.* Project manager for DoD contracts analyzing future strategic arms control and information support requirements.

***The Nelson Institute for Public Policy, James Madison University, Harrisonburg, VA***

- *Fellow, 2000-2001.* Authored major paper for the Defense Intelligence Agency analyzing WMD proliferation and international terrorism.

***The Heritage Foundation, Washington, DC***

- *Research Fellow, 1997-1999.* Authored numerous policy papers on wide range of national security topics. Authored *Citizen's Guide to Missile Defense* (1999). Promoted and awarded multiple performance bonuses.

***Marine Corps University, Quantico, VA***

- *Associate Professor of International Relations, Command and Staff College, 1993-1997.* Served as Electives Program Course Director and Deputy Director, Strategic Level of War Course. Taught seminars on a broad range of topics. Participated in mid-to-mid program. Promoted and awarded multiple performance bonuses.

***United States Marine Corps***

- *Intelligence Officer.* Commissioned 2<sup>nd</sup> Lieutenant, August 1986. Promoted to 1<sup>st</sup> Lieutenant, August 1988, Captain (Reserves), June 1991, and Major (Reserves), October 1996. Honorably discharged, January 1998.

***Education***

- *The Fletcher School, Tufts University, Ph.D., International Relations, November 1993. M.A.I.D., November 1991.* Dissertation topic: National Decision-Making and Quick-Strike Intervention.
- *Amherst College, B.A. in Philosophy, May 1985.* Phi Beta Kappa. Magna cum Laude.

# JESSICA M. ANDERSON

## EDUCATION

St. Olaf College, Northfield, MN, Bachelor of Arts, English major, 9/2002-5/2004  
James Cook University, Queensland, Australia, 2/2002-6/2002  
University of St. Thomas, St. Paul, MN, 9/2000-6/2002

## EDUCATIONAL EXPERIENCE

Studied abroad in Cuba, 1/2004-2/2004  
Studied abroad in Spain, 1/2003-2/2003

## EMPLOYMENT

**Grassroots Fundraising Logistics Coordinator**, Presidential Inaugural Committee, Washington, D.C., 12/2008-1/2009

- Coordinated logistics and met needs for merchandise shops at the President-Elect's "Whistle Stop" tour, national finance committee event and two inaugural balls.
- Procured commemorative toy trains and whistles after researching vendors and working on designs.

**Operations Director**, Obama Campaign for Change, Albuquerque, NM, 7/2008-11/2008

- Managed the tracking and spending of a \$2 million budget over four months.
- Met personnel needs for 100 staff, including the dispensing and retrieving of hiring paperwork and campaign equipment, and the booking of travel.
- Oversaw the leasing, opening and closing of 39 campaign offices and worked with vendors to procure their supplies, phone lines and Internet.
- Built relationships with vendors and procured the campaign's literature and merchandise at the lowest cost possible and under tight deadlines.
- Ensured staff and supporter compliance with campaign finance law while taking in over \$150,000 in contributions.

**Operations Director**, Obama for America, Louisville, KY, 4/2008-6/2008

- Managed the tracking and spending of the campaign budget.
- Met personnel needs for over 120 staff, including the dispensing and retrieving of hiring paperwork and campaign equipment, and the booking of travel.
- Oversaw the leasing, opening and closing of over twenty campaign offices and staging sites.
- Worked with headquarters in obtaining equipment and supplies for the campaign.
- Ensured staff and supporter compliance with campaign finance law while taking in more than \$75,000 in contributions.

**Get Out the Caucus (GOTC) Director**, Obama for America, Denver, CO, 1/2008-2/2008

- Worked with field director to create voter contact plan for caucus week and logistics of caucus night.
- Managed regional GOTC coordinators who executed the caucus week and night plan.

**Get Out the Caucus (GOTC) Coordinator**, Obama for America, Sioux City, IA, 12/2007-1/2008

- Worked with Obama headquarters to carry out logistics for caucus week and night in northwest Iowa.
- Served as liaison between field organizers and headquarters and kept field organizers on schedule.
- Oversaw northwest Iowa's out-of-state volunteer recruitment and volunteer housing and field assignments.

**Field Organizer**, Obama for America, Mpls, MN, 10/2007-12/2007

- Organized caucus trainings, phonebanks and canvasses across Minnesota to identify Obama supporters and turn them into volunteers and caucus-goers.

**Office Assistant**, City of Minneapolis, Office of Mayor R.T. Rybak, Mpls, MN, 2/2007-10/2007

- Wrote issue-based letter templates for all constituent correspondence.
- Handled mayor's communications with press after I-35W bridge collapse in August, 2007.
- Assisted policy aides with research and writing projects.
- Created a list of procedures for a policy aide and his assistant so they could work together more effectively.

**Press Secretary**, Wetterling '06, Anoka, MN, 7/2006-11/2006

- Wrote press releases, position papers, talking points and newsletters.
- Generated local and national coverage of candidate via earned media events and print, radio and TV interviews.
- Cultivated relationship with media and served as liaison between press and candidate.

**English Teacher**, Honghu Primary School, Shenzhen, China, 8/2005-2/2006

- Prepared lessons for and taught English to 1,000 children in grades 2 through 6.

**Receptionist**, Fairview Urgent Care, St. Paul, MN, 8/2001-8/2005

- Served as first point-of-contact for patients, admitted them to clinic and answered their insurance and clinic-related questions.

## REFERENCES



**PAUL ANIR**



**SUMMARY:**

*Education and expertise in national security, education & economic affairs. Outstanding skills in policy and politics. Experience and interest in joint force planning, international affairs and resource allocation.*

*Research Staff Member, Institute for Defense Analyses, 2006-2007.* Work for Joint Staff on Iraq reconciliation. Other work and activities include contingency cost estimation and analysis of terrorist movements such as Al Qaeda.

*Analyst, Center for Naval Analyses, 2003-2006.* Quantitative and qualitative analysis on various topics related to infrastructure, readiness and homeland defense. Other ongoing projects include assessment of soldier perceptions of small arms effectiveness in Iraq, joint logistics, and alternative financing techniques for DOD acquisition. Also tracked Army modularization, Middle East and Islam.

*Vice-President, Ksixteen LLC/Edison, New York, 2001-2002.* Position involved managing and analyzing infrastructure project construction. Extensive analysis of financial, statutory and regulatory trade-offs between scenarios. 1998-2001: Full-time management consultant to charter schools managed by Edison Project.

*Policy Analyst, Empower America-Office of Dr. William Bennett, Washington DC, 1996-1998.* Position involved policy analysis and tracking of various issues like China MFN, 2 MRC, educational standards/testing and readiness for labor market. Analysis of QDR 1997 and force structure implications. Quoted in *Christian Science Monitor* and *Chicago Tribune*. Featured guest on *National Empowerment Television*.

*Analyst, Progress & Freedom Foundation, Washington DC, 1995-96.* Position involved analysis of federal budget issues. Analyzed several balanced budget plans of new GOP Congress and their impacts on post-USSR defense budgets as well as science and technology spending.

*Various Positions, Idaho State University, 1993-95.* Held several positions relating to technology transfer including US DOE, establishment of satellite campuses through

distance learning, development, government relations and services. Other activities involved included liaising with local state legislators, Office of the Governor, State Board of Education.

**EDUCATION:**

MPA, Columbia University, New York, (International Security & Economic Policy), 2003.

MBA, Idaho State University, Idaho, 1992.

BA (Economics), Delhi University, India, 1988

**SELECTED WORK PROJECTS, ACADEMIC WORK & ACTIVITIES:**

- Joint Chiefs of Staff, Reconciliation in Iraq
- Analysis of candidates BRAC 2005– OSD Red Team
- Using Tax-Exempt Bond Financing for DOD Acquisition Projects
- Joint Logistics
- *Reshaping America's Military*: DOD only publication
- *Non-Traditional Readiness Issues: The Posse Comitatus Act*
- Member, Beyond Goldwater-Nichols Working Group, *Center for Strategic & International Studies*
- Member, Future of National Guard & Reserves, *Center for Strategic & International Studies*
- Middle-East/Islam
- Differing Role of Islam in the Middle East: From Syria to Saudi Arabia
- Guest on PBS's *White House Chronicles* on International Affairs
- Establishing joint DOD-DHS readiness metric for Homeland Defense
- Active-Reserve Rebalancing
- Testing, Education Standards & Readiness
- Analysis of Navy's Fleet Response Plan
- Evaluation of METLs for National Guard CST and CERFP units
- Foreign Languages: Bengali and Hindi.

# STEPHANIE J. ANSELL

## EDUCATION

**The Pennsylvania State University, University Park, Pennsylvania**  
Bachelor of Arts in Advertising and Public Relations, May 2004  
Minor in Business/Liberal Arts  
Graduated *Summa Cum Laude* (3.89)

**Liberty University, Lynchburg, Virginia**  
Master of Arts in Professional Counseling, Fall 2007 - Present  
Current GPA: 4.0

## EXPERIENCE

**The White House, Washington, DC**

*Executive Assistant to the Deputy Assistant and Physician to the President*

*May 2007 - Present*

- Finalist for the White House Military Office 2007 Civilian of the Year Award.
- Serves as the primary spokesperson for the Office of the Physician to the President to more than 3,000 White House personnel, including those within the Office of the President and the First Lady as well as Assistant and Deputy Assistants to the President.
- Supervises the training and orientation of the White House Medical Unit Staff Assistant in all policies and procedures.
- Liaisons with military medical organizations, such as the Wounded Warrior Program and National Naval Medical Center
- Coordinates the logistical support of OCONUS and CONUS travel schedule and appointments of the Physician to the President.
- Processes internal and external correspondence for the Office of the Physician to the President.
- Provides logistical support for the Physician to the President, including meetings and special events.
- Assisted in the medical pre-advance for the President's trip to San Francisco, California, in January 2008.
- Demonstrates trustworthiness when dealing with sensitive information.

*Staff Assistant, The White House Medical Unit (WHMU)*

*March 2006 - May 2007*

- Operated as point of contact for all executive healthcare events of the Nation's most senior executives.
- Coordinated preventative medical and logistical support of more than 21 OCONUS and 200 CONUS missions by providing direct support to the Director of Medical Advance while serving as co-lead for Presidential Scheduling Meetings.
- Processed more than 800 photos for Wounded Warriors as the White House Working Photo Contact for WHMU.
- Served as co-administrator for the 2006 President's Physical Exam coordinating the efforts of White House Advance Office, White House Photo Office, USSS, and Hospital officials ensuring mission success.
- Organized 2006 WHMU Holiday Reception for more than 25 VIP Medical Consultants.

**Commonwealth of Pennsylvania, Greensburg, PA**

*July 2005 - January 2006*

*Legislative Assistant, Representative Jess M. Stairs*

- Served as a liaison between constituents and the state representative both at his district offices and special events.
- Awarded a Citation of Recognition on behalf of Representative Stairs to the local community.
- Communicated with legislative researchers addressing constituent problems and concerns.

**Friends of Jess Stairs, Acme, PA**

*July 2005 - January 2006*

*Campaign to Reelect Jess M. Stairs to the Pennsylvania House of Representatives*

- Recruited campaign volunteers through direct mailing efforts.
- Assisted in organizing campaign events.
- Updated and maintained records.

**Campus Crusade for Christ International, University Park, PA**

*August 2004 - July 2005*

*Campus Ministry Intern, Penn State University*

- Developed a network of nearly 80 financial partners raising more than \$30,000 in three months.
- Organized first alumni fund development event in past five years raising more than \$4000.
- Coordinated a press kit informing parents about Campus Crusade for Christ at Penn State.
- Supervised student leaders responsible for organizing events involving more than 300 people.
- Mentored students in various areas of personal development including conflict and time management.

**The Four Diamonds Philanthropy/Penn State Children's Hospital, University Park, PA**

*September 2003 - February 2004*

*2004 Faculty/Staff Liaison, Penn State Dance Marathon*

- Supervised 30 committee members as a communications captain of the largest student run philanthropy in America.
- Established rapport with college deans presenting information sessions upon request.
- Raised more than \$3.5 million for the Four Diamonds Fund in its fight against childhood cancer.

## COMMUNITY INVOLVEMENT/PERSONAL DEVELOPMENT

*Dale Carnegie Training - Creating An Executive Image*

*April 2007*

*Life Options - Conference Seminar Speaker, Campus Crusade for Christ International*

*February 2007*

*The Pennsylvania State University College of Communications Alumni Mentoring Participant*

*October 2006*

*After Eve*

*Co-Promotions Director*

*March - November 2007*

*National Church Coordinator, McLean Bible Church*

*March - November 2006*

# Olga A. Argüello

## Career Strengths

- Leadership in business and marketing strategy development and implementation for corporate senior executives.
- Presidential Domestic and International travel; G-8 Summit, APEC, and OAS General Assembly.
- Fluent in Spanish; cultivating and managing relationships with domestic, foreign and private sector constituents.
- Full F.B.I. & C.I.A. Background Investigation, [REDACTED]

## Professional Experience

**US Investigative Service (USIS), Falls Church, VA**  
*Manager, Government Affairs and Corporate Development*

July 2007 – Present

- Develop specific and general federal government business and marketing strategies with division executives.
- Educate and interact with key policy makers in government and private industry about USIS' business.
- Provide Vice President of Corporate Development with assessments about the viability of acquiring targeted companies.

**The White House, Washington, D.C.**  
*Associate Director, Office of Cabinet Liaison*

February 2006 – July 2007

- Directed and provided support for the Cabinet, sub-cabinet, independent agencies, cabinet affiliated heads and their offices by working to optimize communication with White House entities.
- Managed agency portfolios including the Departments of State, Justice, Homeland Security, Transportation, Education, and U.S. Trade Representative.
- Ensured the President and senior staff were apprised of present and upcoming agency activities. Organize and monitor cabinet meetings.
- Evaluated all Cabinet inquiries requiring White House attention; resolve matters not needing to be escalated to senior staff.

**H3 Vending, Inc., Miami, FL**  
*Vice President for Public Relations*

March 2005 – February 2006

- Implemented an outreach plan which increased sales by 50 percent.
- Conducted community research assessments for successful implementation of public relations campaigns.
- Raised public awareness of H3 Vending throughout the Miami-Dade region resulting in increased sales.
- Lowered operating cost by centralizing office management from a fragmented structure composed of three separate units.

**The White House, Washington, D.C.**  
*Assistant Staff Secretary, Office of the Staff Secretary*

January 2004 – March 2005

- Participated in the preparation of the President's daily briefing book and provided support on all Presidential travel.
- Filtered information going to the President including staffing, Executive Orders, Proclamations, letters, photos and briefing papers.
- Initiated a tracking system for official Presidential photographs.
- Edited Presidential letters to ensure quality and clarity.

*Clearance Assistant, Office of the Counsel to the President*

June 2003 – January 2004

- Prepared and organized monthly ethics briefings for all White House employees.
- Assisted in the pre-clearing process of potential Presidential nominees for Senate confirmation.
- Acted as liaison between the Clearance and Ethics divisions.

**U.S. Department of Education, Washington, D.C.**  
*Confidential Assistant to the Assistant Secretary, Office for Civil Rights (OCR)*

November 2001 – June 2003

- Coordinated National Hispanic outreach efforts and organized special projects, events, conferences, and meetings for OCR.
- Assisted with Title IX Commission meetings.
- Drafted correspondence, researched policy issues and reported OCR's record of achievement to the Office of the Secretary.

**U.S. Department of Labor, Washington, D.C.**  
*Research Assistant, Office of Congressional and Intergovernmental Affairs (OCLA)*

June 2001 – November 2001

- Liaison between Department of Labor and Governors, Senators, and Congressmen.
- Researched policy, legislative issues and coordinated special projects, events, conferences, and meetings.

**Olga A. Argüello Resume (Page 2 of 2)**

**Education**

**Bachelor of Business Administration, Florida International University, Miami, Florida.**

Specialization: International Business

**Community & Civic Service**

San Francisco de Asis – Led the Hurricane Felix Relief effort, prominent contributors include the New York Yankees.

Committee Member, Art Basel Russell Simmons Foundation – Assisted in fundraising and charity event attendance efforts.

Committee Member, The Community Coalition, a non-profit helping those in need find housing and employment.

Representative, International and Domestic Presidential Advance trips.

Alpha Kappa Psi Professional Business Fraternity (1999-2001).

Testified before the Florida Senate regarding Florida recount efforts (2000).

**Education**

**HARVARD UNIVERSITY, John F. Kennedy School of Government** Cambridge, MA  
**Master in Public Policy, June 2008**  
 Presidential Fellow (full tuition)  
 Teaching Fellow in Government Department and Anthropology Department

**UNIVERSITY OF ARIZONA** Tucson, AZ  
**Master of Science, May 2006** GPA 3.8  
 Agricultural and Natural Resource Economics

**Bachelor of Arts, August 2000** GPA 3.62  
 International Studies  
 Summer Research Institute, University of Arizona 2000  
 University of Arizona Outstanding Hispanic Senior Award, 2000

**INSTITUTO TECNOLOGICO DE MONTEREY** Queretaro, Mexico  
 Study Abroad Program, Fall 1998

**Research**

2001-2002 **U. S. FULBRIGHT SCHOLAR- Research Fellow** Piura, Peru

- Conducted field research to examine small farmers systemic vulnerability to extreme climatic events, with a focus on mitigation strategies implemented by small farmers to mitigate vulnerability to El Niño in order to better inform policy.
- Identified critical areas faced with extreme flooding due to El Nino and participated in erosion prevention strategies in these areas. Participated in community meetings for 5 Peruvian villages to create awareness and action for implementing initiatives by rural citizens.

1999-2000 **UNIVERSITY OF ARIZONA BUREAU OF APPLIED RESEARCH IN ANTHROPOLOGY** Tucson, AZ  
**Research Assistant**

- Completed vulnerability assessments in Southern AZ as part of National Oceanic and Atmospheric Administration (NOAA) Grant in order to assess stakeholders' needs and usage of NOAA data for more effective usage.
- Collected primary data including oral histories and stakeholder surveys in the targeted region.

**Experience**

2008 **CAMPAIGN FOR CHANGE – Field Organizer** Norcross, GA and Orlando, FL

- Organized communities and volunteers for Barack Obama's Presidential Campaign through team trainings and team building. Exceeded precinct vote goals by over 20%.

2007 **AFRICARE - Monitoring and Evaluation Specialist** Kigali, Rwanda

- Conducted statistical analyses for the Orphans and Vulnerable Children AIDS Project.

**UNITED STATES SENATE-Senator Russ Feingold Intern** Washington, DC

- Worked closely with the Defense Legislative Assistant in conducting defense and budget research, bill design as well as partake in Foreign Relations staff hearings.

2003-2004 **U.S. PEACE CORPS –Volunteer** Kolda, Senegal

- Conducted training in improved agricultural techniques in rural villages to for the adoption of 9 improved seed varieties as well as other culturally and technologically appropriate techniques.

2002 **CIPCA (Peruvian NGO) and GTZ (German Governmental Aid Organization)** Piura, Peru  
**Microcredit Finance Officer**

- Conducted microcredit-lending activities with 300+ rural women including communal bank organization and financial assessments to determine communal bank collection feasibility studies and individual loans ranging from US\$100-US\$800.
- Care International Recognition Award in Rapid Rural Appraisal, 2002

**Skills**  
 Fluent in Spanish and Italian. Proficient in French and Fulani.  
 Software: SAS 9.0 and SPSS

# Wayne Army

(b)(6)

## Positions Seeking:

Principal Deputy Under Secretary of Defense (Acquisition & Technology)

Principal Deputy Asst. Secretary of the Navy (Research, Development & Acquisition)

Principal Deputy Asst. Secretary of the Navy (Installations & Environment)

Recent Employment (1990-2001): President & Owner, Wayne Army & Associates. Represents clients involved in National Security and International Affairs issues at the level of the Executive and Legislative Branches of the Federal Government and in the defense marketing arena. Current issues involve military and federal procurement, free trade, logistics systems modernization, program management support, and the modernization of the American passenger cruise industry. Have consulted with elements of the Government of Guam since 1990 and now involved with the Guam International Airport Authority on facility reuse and marketing. Also involved in bringing private sector corporations into Guam for infrastructure project development and military environmental contracting. Chief government relations consultant to a new B2G Internet startup company, *epipeline.com*.

## Government Employment (1981-1989): Senate Armed Services Committee; Dept. of the Navy; OMB.

- Associate Director for National Security & International Affairs, Office of Management and Budget (1986 -1989), responsible to the Director and the President for preparing and coordinating the budgets, legislation, and all policy issues for the Departments of Defense and State and all government agencies having to do with defense, foreign affairs, intelligence, international trade, and international finance.
- Principal Deputy Assistant Secretary of the Navy (Shipbuilding & Logistics) (1984 -1986), responsible to Secretary of the Navy, John Lehman, and ASN Everett Pyatt, for procurement issues covering ships, aircraft, weapons, and logistics, including congressional briefings and testimony. Awarded the Distinguished Civilian Service Award.
- Professional Staff Member on the on Sea Power Subcommittee of the Senate Armed Services Committee (1981-1984), worked for Senator John Tower (R-Texas), Committee Chairman, on Navy shipbuilding, RDT&E, missiles, torpedoes, electronics, ASW aircraft, airlift, sealift, rapid deployment forces, and naval strategy.

## U.S. Navy (1960-1981): Fighter Pilot, Test Pilot, & Program Analyst.

- Fighter Pilot (1966-1969; 1972-1975) flying the F-4 PHANTOM, including combat tours off Vietnam and peacetime tours in the Western Pacific, the Mediterranean and the North Atlantic.
- Test Pilot (1969-1972) flying numerous different jet, propeller-driven, and rotary-wing aircraft.
- Navy Staff Officer (1976 to 1979) for the Chief of Naval Operations, specializing in Navy Long Range Planning, examining future naval ship and aviation inventories and budget, and the effects of past, present, and future force planning requirements and national economic factors.
- First Military Fellow at the American Enterprise Institute for Public Policy Research (1979).
- State Department Staff Officer (1980) at Bureau of Politico-Military Affairs, ISO Branch.

U.S. Naval Reserve (1981-1994): Battle Staff Commanding Officer. Finished Navy career as a Captain in the Naval Reserve. Last two positions were as commanding officer of Battle Staff units; one for the Chief of Naval Operations, and the other in support of a NATO command in Portugal working closely with international military staff from Portugal, France, Germany, and the United Kingdom

## Education:

- U.S. Naval Academy with a Bachelor of Science (1964)
- Catholic University, Washington, DC; Masters in International Relations (1978)
- Navy Test Pilot School (1969)
- Navy Fighter Weapons School (Topgun) (1973).
- Naval War College (1976).

(b)(6)



# JOHN GARRETT LATHON

HOME ADDRESS:

(b)(6)

PERMANENT ADDRESS:

## EDUCATION

---

TEXAS CHRISTIAN UNIVERSITY, FT. WORTH, TX  
▪ Bachelor of Science, Political Science

MAY 2006

## EXPERIENCE

---

### OFFICE OF MANAGEMENT AND BUDGET

JUNE 2006 - SEPTEMBER 2006

*Confidential Assistant to the Administrator of IT and E-Government*

- Involved in day-to-day operations working with various agencies within the federal government
- Set up daily meeting and managed the Administrator's schedule
- Was responsible for arranging travel and speaking engagements for the Administrator

### REPUBLICAN NATIONAL COMMITTEE FINANCE, ARLINGTON, VA VICTORY 2004

MAY 2004 - DECEMBER 2004

*Staff Assistant to the National Vice Chairman of Finance*

- Managed daily schedule, staffed events, and served as a liaison between RNC, major donors and members
- Drafted correspondence for Joint State Victory Committee, Joint Candidates Committee, and RNC Presidential Trust, as well as personal correspondence for the Vice Chairman
- Composed memos to potential major donors outlining FEC-mandated donation regulations

### BUSH-CHENEY 2004, INC. ARLINGTON, VA

JANUARY 2004 - MAY 2004

*Staff Assistant, Finance Division*

- Assisted with the coordination of official meetings and special events, including Presidential briefings and appearances
- Drafted official letters to constituents and interest groups
- Compiled and updated donor databases

### US CONGRESSWOMAN KAY GRANGER, FT. WORTH, TX

FALL 2003

*Intern*

- Served in the day-to-day office operations and arranged planning for discussion forums on various citizen concerns in the 12<sup>th</sup> district

### US SENATOR JOHN CORNYN, HOUSTON, TX

SUMMER 2003

*Assistant to the Southeast Regional Director*

- Assisted in arranging public appearances and press conferences for the Senator and Regional Director

### CREW LAND RESEARCH COMPANY, HOUSTON, TX

DECEMBER 2001 - JANUARY 2002

- Contract Landman responsible for gathering oil and gas lease information while also involved in negotiation of land and mineral rights

## ACTIVITIES/SKILLS

---

- National Conference on Ethics in America, West Point
- President - TCU College Republicans
- President - Sigma Alpha Epsilon
- TCU Chancellor's Leadership Program
- Eagle Scout - Boy Scouts of America
- Traveled extensively throughout the United States and the World
- Proficient in Windows XP, Word, Excel, and PowerPoint

*References available upon request.*

## EXPERIENCE

12/17/2001 to 09/26/2008; 40 hours per Week; Office Automation Assistant; GS-0326-7-05; last promoted 05/2002; permanent employee; not on a temporary promotion; Naval Postgraduate School, Bldg 330 Rm 306 555 Dyer Rd., Monterey CA 93943; Gave notice; on leave; relocated to East Coast. Supervisors: [REDACTED] 656-3160; [REDACTED] may contact supervisor. 16½ years of full-time secretarial experience.

Manage overall administrative operations, providing complex functional office automation support and accountability as secretary. Receive phone calls and electronic mail and greet visitors to ascertain nature of the call or visit. Create and oversee effective execution and routing of department documents within an established timeframe. Create, manage, and maintain the organization's records management program of databases, spreadsheets, and files including Organizational Charts, Command Briefs, Budget Page Transfers, Status of Funds, reference materials, and various statistical and financial reports. Schedule briefings, meetings, travel, VP visits, major events, and social activities. Provide oversight for new employees on NPS Standard Operating Procedures. Coordinate Statements of Work (SOW) to obtain contractual support for the GSBPP mission. Review documents such as Sole Source Justifications for conformance with NPS policy and procedure and to ensure correct grammar, spelling, punctuation and appropriate format. Consistently and accurately provide operational assistance, coordinate regulations and requirements, and monitor personnel arrivals and departures with contractors. Act as liaison to faculty, providing recommendations, advice, and instructions in a timely matter. Ensure communication with regard to pay and other financial transactions. Oversee submission and processing of information and/or data from faculty. Participate in and advise on improvement processes, including making recommendations and clarifications to employees to convey policy, procedure, and reporting requirements. Establish SOPs to assist fellow staffers in quantitative and qualitative processes, procedures, and structures such as Defense Travel System (DTS), Invitational Travel Orders (ITO), Honoraria, Fund Cites, Vouchers and Claims, Personnel Performance Evaluations, Payroll, Budget Page Transfers, software database updates, etc. Communicate effectively in writing and orally to persons within and external to NPS. Act independently, initiating necessary actions to interpret formal internal procedures and policies to ensure success of administrative controls and functions. Have and share knowledge of NPS organizational structure, accounting and budgeting processes, policies, and guidelines. Provide information on a wide range of topics, responding to technical and non-technical requests, drawing from records, files, and personal knowledge. Independently execute administrative policy and practices to enable efficient execution of organization's mission. Utilize and interpret instructions to develop effective internal processes. Coordinate the efforts of others to successfully bring a project to fruition. Extensively use the suite of Microsoft Office products to complete tasks, including Word, Excel, Outlook, Powerpoint, Access, and Visio, use survey software such as Survey Monkey and Zoomerang, and use Adobe Photoshop Business Edition for scanning and graphics.

## EDUCATION

Ware High School, Ware MA; 1979 - High School Diploma

University of Massachusetts at Amherst: No Degree - Equivalent to Associate Degree in Journalism and English Literature 1980; 2.95 out of 4 Point GPA; 60 Sem. Hrs

Cape Cod Community College, Barnstable MA; No Degree - Psychology and Sociology; 4.0 out of 4 Pt GPA; 6 Sem. Hrs

Monterey Peninsula College, Monterey, CA; No Degree - Anthropology and Sociology; 4.0 out of 4 Pt GPA; 6 Sem. Hrs

## OTHER INFORMATION

Relocating to the East Coast; No PCS necessary or expected; Available for work in the week of 11/03/08.

Very proficient in Microsoft Outlook, Excel, Word, Powerpoint, and Access. Use Visio, Adobe Acrobat (creating and fixing fillable forms) and other software. Reliable, self-starter, very good writing and office skills, hard worker, responsible, work well with others. Will fax SF-50 and latest Performance Review upon request.

## ADDITIONAL DATA

Appointment Eligibility: Yes - Current Permanent Navy Civilian - Current Permanent Federal Civilian Employee

Interchange Agreement Eligible - Executive Order 12721 Reinstatement Eligible - Qualified Typist: Yes

United States Citizen (City/State of Birth: Ware, Massachusetts) - No Veterans Preference / No Military Service

**Key Skills and Attributes:**

- Expert in White House-based interagency policy development and coordination, and extremely knowledgeable in the spectrum of national security threats facing the Nation.
- (b)(6)
- Have served President Bush continuously since 2003.

**Experience:**

**THE PENTAGON / Office of the Secretary of Defense (OSD)**

**Iran Country Director**

**Office of the Assistant Secretary of Defense (International Security Affairs) 2006 – Present**

The Office of the Secretary of Defense crafts, analyzes, and carries out the Nation's security policies as directed by the President and the Secretary of Defense.

- Serve as senior politically-appointed policy advisor on Iranian matters for OSD.
- Formulate Department of Defense (DoD) policy regarding Iran, and advise DoD leadership on Iranian policy options.
- Coordinate the U.S. Government's Iran policy with the White House and the interagency community.

**THE WHITE HOUSE**

**Associate Director, Homeland Security Council (HSC) 2003 – 2006**

HSC coordinates all homeland security-related activities among executive Departments and Agencies, and promotes the effective development and implementation of all homeland security policies.

- Led presidential panels to formulate and coordinate enhancements to homeland security policies.
- Produced and analyzed policy options for HSC meetings with Cabinet Secretaries, Deputy Cabinet Secretaries, and for Policy Time with the President.
- Enhanced homeland security policies as a key participant in crafting Homeland Security Policy Directives signed by the President.
- Harmonized federal budget efforts across federal and local governments using risk management methods.
- Strengthened the Food and Agriculture Defense Initiative.
- Assessed and improved government-wide homeland security initiatives and identified, analyzed, and corrected gaps in homeland security policies, including in immigration and intelligence policies.
- Strengthened plans for pandemic influenza preparation.

**UNITED STATES SENATE**

**Professional Staff Member, Senate Banking Committee 2001 – 2003**

The Senate Banking Committee has jurisdiction over banks and banking, insurance, export promotion, export controls, monetary policy, terrorism financing, U.S. currency, corporate governance, and accounting standards.

- Drafted and coordinated legislation for the Senate Finance Committee, the Senate Banking Committee, and Senator Phil Gramm.
- Analyzed existing and proposed legislative matters, including the Homeland Security Act, international trade, international banking, Trade Promotion Authority, export controls, and economic sanctions.

**Education:**

- Master of Arts Degree in National Security and Strategic Studies – Naval War College, 2005.
- Bachelor of Arts Degree in Accounting – University of Houston, 2000.

**Professional Affiliations and Community Involvement:**

Houston World Affairs Council | Air Force Reserve (1994-2000) | 1997 Airman of the Year, 917<sup>th</sup> Fighter Wing  
Ambassador for Rotary International | US Naval Institute | Institute for Justice | The Federalist Society

Roberto E. Benítez

## STRATEGY CONSULTANT, ENTREPRENEUR & FACILITATOR

Business IT & Logistics Strategy ~ Project Management ~ Product & Brand Management

Highly accomplished operations and technology professional combines MBA and pending PMP designation with proven project management experience. Analytical, results-oriented leader with track record leveraging IT security and quality management principles to strengthen and streamline operations to maximize productivity. Excellent communicator; fluent in English and Spanish. Innovative problem solver and critical change agent; adept at fostering winning team environments. Proficient in various operating system environments and with applications such as MS Project and Office, iWork, Lotus Notes, Oracle, and SAP.

---

*Strategic Planning • Technology Operations • Life-cycle Project Management • Business Planning  
Research & Business Analysis • Change Management • Executive Presentations • Team Leadership  
Customer Relations • Management Accountability • Performance Optimization • Resource Allocation*

---

## PROFESSIONAL EXPERIENCE

**SALTUS LLC, New York, New York**  
Construction Monitoring Service Organization

Feb 2008 - Present

### **IT Strategy & Business Development Consultant**

Developed Saltus LLC core business plan as well as its sales and marketing strategy. Orchestrated all efforts for IT development, e-business, client resource management and standard of operations. Collaborated with clients to formulate efficient monitoring solutions for unique project requirements.

- Established Saltus LLC, from an idea into a profit generating organization with sales of over \$203,000
- Incorporated tactical mobile technology with construction monitoring equipment to provide a modern cost-efficient monitoring service. The effective implementation achieved 34% operating margins.

**NATIONAL SECURITY AGENCY (NSA), Ft. Meade, Maryland**  
Cryptologic intelligence arm of the U.S. Department of Defense

Nov 2003 - Jan 2008

### **Information System Security Engineer - Information Assurance Directorate**

Evaluated information systems for various entities within the Department of Defense to formulate robust security solutions that align with proven information assurance standards. Led internal and external resource teams through all phases of security solution design and implementation. Advised leadership on system design and security policies. Examined certification and accreditation documents to validate strength of existing security infrastructure and assisted product teams with new system technology development.

- Self-starter, orchestrate high-profile project to create NSA's first interactive centralized data repository to streamline archiving and retrieval of formal documentation on all information systems security programs, which eliminated 7 hours of research-related time per week per engineer.
- Recognized as co-author of cutting-edge end-cryptographic unit to facilitate advanced, secure telecommunications for the F/A-22 Raptor. Led F/A-22 cryptographic operations investigation team that provided comprehensive view of information security procedures. Remedied major system and process flaws that resolved over 5 aircraft groundings per month saving over \$400K on equipment and over 30 man-hours per month.

**UNITED STATES AIR FORCE, Misawa Joint Air Base, Japan**

**Oct 2001- Oct 2003**

Air, Space and Information warfare branch of the United States armed forces.

**I. Information Operations Director & Information Systems Manager - 35th Fighter Wing (2002-2003)**

Directed more than 100 civilian and military personnel across 10 locations to support field operations systems and equipment, including IT platforms, enterprise networks, satellite and radio communication devices, and telephony systems, in 24x7 environment. Oversaw preventive maintenance teams as well as strategic troubleshooting and repair that ensured effective Air Force mission management.

Devised and executed operational strategies to drive successful information operations thru the pacific region. Collaborated with executives to identify major initiatives and to align strategies with organizational objectives. Performed comprehensive risk and vulnerability assessments to strengthen information systems security as well as related standard operating procedures.

- Crafted all-encompassing charter for information operations as well as information security procedures that were adopted as the Pacific Air Forces benchmark.
- Earned numerous individual and team awards as well as accolades for operational successes and service excellence, including the Air Force Achievement Medal, the Defense Information System Agency Satellite Communication Facility of the Year Award and Gen. Leo Marquez Award.

**II. Intelligence Unit Leader - 301st Intelligence Squadron (2001-2002)**

Oversaw 6-person management team to administer intelligence gathering and analysis operations with more than 350 personnel. Advocated operations and HR strategies to senior field executives and coordinated capability assessments and resource assignments based on team member strengths and weaknesses.

- Transformed personnel management activities into streamlined processes providing a real-time view of resource requirements, priority assignments, and other critical information for more than 600 users.
- Migrated a "brick-and-mortar" personnel management activity to an interactive web-database in six months. New service saved more than 300 man-hours per month and \$4K of related monthly operational expenses.

## **EDUCATION**

**Master of Business Administration focused on Strategic Management, IT & Logistics (May 2007)**

University of Maryland Robert H. Smith School of Business, College Park, Maryland

**Bachelor of Science in Aeronautical Science (August 2001)**

Inter-American University, San Juan, Puerto Rico

## **NOTABLE REPORTS & PRESENTATIONS**

*Viability Study of a Mega-Transshipment Port in the Caribbean*  
*FDI Attractiveness Comparison for the Tourism Industry Between Tunisia & Dubai (on-site study)*  
*Business Growth & Marketing Strategy for ASIS Technologies*

## **MEMBERSHIPS & CREDENTIALS**

**Project Management Institute Professional Member & PMP Candidate**

Project Management Institute (PMI), Newtown Square, Pennsylvania

**Lean Six Sigma Training Certification**

**Project Management Program Training**

Villanova University, Villanova, Pennsylvania

**FAA - Certified Flight Instructor and USPA - Advanced Skydiver**



**Experience**

- March 2004- Present **BUSH-CHENEY '04, INC.** **ARLINGTON, VA**  
*Deputy Budget Manager*

  - Managed budgets totaling \$208 million for Political, State, Communications, Web, and Strategy Divisions
  - Coordinated with field managers and campaign staff to control cost items
  - Created and managed expenditure-tracking system
  - Negotiated terms and costs with key vendors
  
- July 2002- March 2004 **GOLDMAN, SACHS & CO.** **NEW YORK, NY**  
*Analyst, Leveraged Finance Group*

  - Advised and executed multi-million dollar bond trades on behalf of top 200 high-yield accounts worldwide
  - Worked directly with clients in demanding and fast-paced environment
  - Identified and eliminated over \$280,000/year in excess costs
  - Represented firm at recruiting events, trained incoming analysts
  
- August 2001 **U.S. DEPARTMENT OF DEFENSE** **WASHINGTON, DC**  
*Intern, White House Liaison Office*

  - Assisted staff with incoming applications for political appointees
  
- June-July 2001 **GOLDMAN, SACHS & CO.** **NEW YORK, NY**  
*Intern, Fixed Income, Currencies and Commodities*

  - Worked on High-Yield Trading Desk, Capital Markets Desk
  
- August 2000 **EMBASSY OF ITALY** **WASHINGTON, DC**  
*Intern, Cultural Office*

  - Wrote and helped to design newsletters in English and Italian
  
- August 1998 **U.S. HOUSE OF REPRESENTATIVES** **WASHINGTON, DC**  
*Intern, Office of Jim Gibbons (R-NV)*

  - Managed front desk, greeted constituents and handled incoming correspondence
  
- Education**

1998 - 2002 **COLUMBIA UNIVERSITY** **NEW YORK, NY**

  - B.A., Economics; Dean's List
  - President, Saint Anthony Hall (Delta Psi Fraternity)
  - Columbia University Crew Team, Squash Club, Sailing Club
  - DJ of British Rock & Roll broadcast on WBAR college radio
  
- Summer 2000 **COLUMBIA UNIVERSITY INTENSIVE ITALIAN PROGRAM** **SCANDIANO, ITALY**
  
- Community** Co-founder of Rural Hospital Relief Fund, 501(c)(3) providing funding for specific health projects in underserved rural areas in the United States and Uganda

**Personal** (b)(5)

# ANIKA LOCKE BINNENDIJK

---

## EDUCATION

---

### **The Fletcher School of Law and Diplomacy, Tufts University**

- Doctoral candidate, International Security Studies, PhD expected 2009  
Dissertation examines security force behavior during popular uprisings in Serbia and Ukraine  
2007-2008 Peace Scholar Dissertation Fellow, United States Institute of Peace
- Masters in Law and Diplomacy (MALD) received May 2006  
Recipient of the 2006 Edmund A. Gullion Prize for outstanding academic achievement

### **Woodrow Wilson School, Princeton University**

- A.B. *cum laude* received May 2003  
Study abroad: Hertford College, Oxford University  
Certificate in Contemporary European Politics and Society

## PROFESSIONAL EXPERIENCE

---

### **Assistant to Sec. Richard Danzig, Senior Foreign Policy Advisor to the Obama campaign** (Feb-Nov 2008)

- Provided research support on relevant national security issues.
- Additional details available upon request.

### **Program Manager, FORTUNE Global Forum** (Feb-Nov 2007)

- Developed content and coordinated executive speakers for 2007 Fortune Global Forum in New Delhi, India.

### **Research Associate, Institute for Foreign Policy Analysis (IFPA)** (Jul 2003; May 2004; Sept 2006-Jan 2007)

- Drafted chapter on international coordination of humanitarian responses to 2005 Pakistan earthquake.
- Assisted with Department of Defense project on transatlantic relations.
- Contributed to publication on defense reforms and military modernization in Southeastern Europe.

### **Research Assistant, NATO Parliamentary Assembly** (Sept-Nov 2003; Jun 2004)

- Contributed to NATO PA reports and speeches on transatlantic security issues.
- Assisted with coordination for Serbian parliamentary staff training program.
- Drafted reports on Assembly's plenary session.

### **Intern, National Democratic Institute for International Affairs (NDI)** (Jan-May 2004)

- Assisted with research on political development in Central and Eastern Europe.
- Drafted and edited reports and grant proposals.

### **Intern, Senate Foreign Relations Committee** (Jul-Aug 2002)

- Aided staff members with preparation for hearings on Iraq.
- Provided analysis of Administration testimony on the US-Russian Strategic Offensive Reductions Treaty.

### **Assistant to Ambassador Robert Oakley, Institute for National Strategic Studies** (Jun-Aug 2000)

- Researched US peacekeeping operations and interagency coordination.

## FELLOWSHIPS/GRANTS

---

**Peace Scholar Dissertation Fellowship, United States Institute of Peace.** Funding for research and writing of doctoral dissertation (2007-2008)

**Fellowship, H. B. Earhart Foundation.** Stipend for tuition at the Fletcher School. (2006-2007)

**Summer Fellowship, Program on Negotiation at Harvard Law School.** Funding for dissertation research in

Serbia and presentation of research to PON principals. (2006)

**Trustee Scholarship**, Tufts University. Full tuition at The Fletcher School. (2004-2006)

**Senior Fellow, Humanity in Action**. Fully funded six-week program in the Netherlands, Germany, and Denmark on minority rights in Europe. Current member of senior fellows' network. (2002-Present)

**Chair of Undergraduate Fellows, Center of International Studies, Princeton University**. Assisted in conference planning and international career fair, primary organizer of meetings and student/ faculty dinner discussions. (2003)

**Maryland winner, Second place national winner, US Institute of Peace National Essay Contest**. Wrote an essay on preventive diplomacy in Macedonia and Somalia. Attended program for state winners in Washington, DC. Received \$5000 in scholarship funds. (1999)

## **CONFERENCES/EVENTS**

---

Women in International Security, Summer Symposium. presented paper on research in Serbia; received the symposium's "Best Paper" award. (Jun 2008)

Booz Allen Hamilton, Unconventional Warfare Symposium, co-presented research on strategies of popular movements. (Jul 2008)

"Undermining Milosevic's Control Over Serbian Police Forces" Research presentation, Program on Negotiation at Harvard Law School (Oct 2006)

2006 Global Leadership Seminar, Talloires, France. Selected to participate in student program convening representatives from four academic institutions in the United States, Europe, and Asia to discuss contemporary security and economic challenges. (Sept 2006)

"Peaceful Transition: Lessons learned from Georgia and Ukraine." Presented research at United States Institute of Peace public forum. (Oct 2005)

"Preemptive Use of Force: A Reassessment." Student assistant for Fletcher conference. Wrote two reports detailing debates and findings for The Fletcher School website. (Oct 2004)

"Moral Moments: Making the Decision to Combat Injustice." Initiated and organized a day-long symposium convening speakers from the Woodrow Wilson School, Humanity in Action, and the International Center on Nonviolent Conflict on Danish protection of Jewish populations during Nazi occupation. (Oct 2003)

2003 Princeton Colloquium on Public and International Affairs. Assisted in drafting final report: "A World of 'Good and Evil?' The Return to Morality in Public and International Affairs." (May 2003)

"The Global Arena for Nonviolent Struggle" Helped coordinate and served as rapporteur for four-day conference with the International Center on Nonviolent Conflict,, US Institute of Peace and Freedom House. Drafted Freedom House conference report. (Jan 2002)

## **ADDITIONAL EXPERIENCE**

---

*Volunteer*, Obama for America. Coordinated teams of Fletcher School volunteers in New Hampshire. Managed phone bank in New York's Congressional District 8. Initiated CD8 "building captains" program. Coordinated visibility events. Poll-watched in Brooklyn. (Dec 2007 – Feb 2008)

*Teaching Assistant, Department of Political Science*, Tufts University. Introduction to International Relations, Professor Richard Eichenberg. Prepared and led weekly discussion section on introductory international relations theory. Conducted reviews prior to examinations and consulted with students in the development of term papers. Graded papers and exams. (Sept-Dec 2005)

*Assistant* to Professor Alan Henrikson, The Fletcher School. Collected relevant materials for History 200, The Foreign Relations of the United States to 1917 (Sept-Dec 2004)

*Writing tutor*, The Fletcher School. Assisted international students through the writing process. (2004-2005)

*Web reporter*, The Fletcher School website. Reported on Fletcher events. (2004-2005)

*Tutor* Advanced Placement US Government. Conducted weekly small-group session for Maryland high school students in AP US Government (Jan-May 2004)

*Research Assistant* to Dr Andrew Moravcsik on US-European relations. (Jun 2003)

*Intern*, Washingtonian magazine. Wrote articles, edited, researched, fact-checked. (Jun-Jul 2001)

*Senior Writer*, Daily Princetonian, reported on campus news, wrote, and edited. (Jan 2000- Dec 2002)

*Contributor*, American Foreign Policy, and Princeton Political Quarterly. (2002-2003)

## ARTICLES/PUBLICATIONS

---

The Mariyinsky Palace Negotiations: Maintaining Peace Throughout Ukraine's Orange Revolution. Case Study, Program on Negotiation at Harvard Law School. Released January 2007 [Jason Campbell, with Anika Binnendijk and Andrew Wilson]

Binnendijk, Anika and Marovic, Ivan. "Power and Persuasion: Nonviolent Strategies to Influence State Security Forces in Serbia (2000) and Ukraine (2004)" Communist and Post-Communist Studies September 2006.

"Extending the Pre-emption Debate: A Reassessment of Current Theory and Practice" and "Extending the Pre-emption Debate: Analysis of Major Themes." The Fletcher School website, October 2004.

Defense Reform, Modernization, & Military Cooperation in Southeastern Europe Edited By Charles M Perry and Dimitris Keridis. (Herndon, VA: Brassey's 2004.) [Contributor]

Binnendijk, Anika, and Binnendijk, Hans, "Mending NATO: How to Save the Alliance" International Herald Tribune May 13, 2003.

Binnendijk, Anika and Dickson, Shona. "Leading the Charge: Muslim Women as a Force for Social Change in the Netherlands." Humanity in Action Fellow Reports, August 2002.

## MEMBERSHIPS AND AFFILIATIONS

---

Women in International Security (2008)

Visiting Scholar, Harriman Institute, Columbia University (2007-2008)

Senior Associate, Democratization Policy Council (2008)

New Leaders Program, Carnegie Council for Ethics and International Affairs (2007-2008)

International Institute for Strategic Studies, student member. (2001-2006)

## LANGUAGE

---



## David Scott Rolfe

### Education:

- Grove City College Class of 2005 (B.A. Political Science)  
Grove City, PA
- USAFA United States Air Force Academy 2000-2002 (Honorable Discharge)  
Colorado Springs, CO
  - DOD active Secret Security Clearance

### Political and Campaign Experience:

- Phone Banks, canvassing door to door and sign postings for US Senator George Allen, VA Summer-Fall 2006
- Campaigned with Young Republicans of VA for Republican Congresswoman Thelma Drake, VA Beach 2006
- Volunteer for bipartisan phone relief during Hurricane Katrina, Cannon House Building, D.C. Summer 2005

### Job Experience:

- **TRC, Analyst: Rosslyn, VA and the Pentagon (June 2006-Present)**  
I am currently serving as a study team analyst in the Office of the Deputy Undersecretary of the Army for Business Transformation (DUSA-BT) in the Organizational Analysis and Design focus area. Some of my responsibilities include evaluating and analyzing Army organization's Table of Distribution and Allowances (TDAs), organizing study team data, conducting study team interviews with Government and military personnel, conducting site visits to installations, analyzing organizational and interview data to determine probable findings, and coordinating and scheduling study team meetings.
- **Bank of America, Sales Service Specialist: Stone Ridge, VA (November-June 2006)**  
I received numerous 100% satisfaction in customer service evaluations. I led daily preparation meetings with associates by outlining sales goals and changes in policies in order to promote teamwork. I also trained new employees, completed Teller transactions, and acquainted customers with company products, thereby enabling them to meet their requirements.
- **U.S. Senate Republican Conference (Senator Santorum): Intern (Summer 2005)**  
I provided liaison assistance within the senator's office in the development of exclusive gatherings/meetings, including those of ambassadors to the United States and prime ministers, in both Capitol Hill and the White House. I compiled notes on various House committee hearings, directly interfaced with senators each week to discuss issues outlining the Senate Republican Conference's objectives. I met daily with visitors to the senator's office and led Capitol Hill tours, developed senate conference spreadsheets, coordinated daily meetings, lunches, and high-level conferences. I have Library of Congress research experience and know how to gather and analyze data, and present it in a clear, understandable format.
- **US Air Force Academy (USAFA) Squadron Representative (2000-2002)**  
I was responsible for 40 cadets to ensure Air Force Academy standards were met by each cadet. Briefed high ranking personnel visiting the academy and am comfortable with briefing presentations.

### Specialized Training:

- USAFA Completion of "Basic Training", "Combat Survival Training" & "High Altitude Training"
  - Learned discipline, expeditiousness, and how to survive without food; Scuba certified
- Attended *Jeane Helms Foreign Policy and Communications School* (November 2005)
  - Learned Public Speaking and TV/media interview techniques
  - Surveyed foreign policy approaches, and how to effectively promote them
- Proficient in LexisNexis, Microsoft Excel, PowerPoint, Outlook, Word, Publisher et al.,

### Community Activities and Achievements:

- Eagle Scout
- Assistant Tennis Coach to inner city youths, West Palm Beach FL (Summer 2002)
- Grove City College Track and Debate Team (Conference and Nationals qualified, respectively)

**NANCI BRANNAN**

(b)(6)

(b)(6)

## **SUMMARY**

- [REDACTED]
- Fifteen years international business experience; Russia/FSU and the Middle East
- Strong financial management and policy development record
- Accomplished fundraiser with a proven record creating and managing public-private partnerships
- Broad experience in negotiation and advocacy of institutional goals to external and internal partners
- Successful building and leading cross-functional and diverse teams

## **PROFESSIONAL EXPERIENCE**

**U.S. PEACE CORPS - Director, Office of Private Sector Initiatives (2002 – 2007)**  
Washington, DC

Developed and managed the agency's corporate partnerships in support of its global mission. Established policies governing the fiscal management of all private sector funding; vetting international partners, and monitoring financial transactions to insure compliance with US government laws and best practices. Instituted performance-based criteria to measure ROI of more than 350 international grants annually. Responsible for reporting to key stakeholders and donors. Led strategic growth initiatives resulting in record funding increases. Served on senior level task forces, both intra- and interagency, including the Investment Review Board and the Intra-Agency Working Group on Public-Private Partnerships, the latter which I chaired. Led a team of eight program and financial managers.

- Agency representative to the Presidential Initiative "Digital Freedom", a collaborative effort with NSC, USAID and the Commerce Department promoting pro-growth regulatory structures, supporting entrepreneurship in developing international markets and leveraging information technology partners in the US;
- Established internal document and accounting controls that led to the successful recovery of project funding losses following evacuations or program suspensions in eight countries (Russia, Uzbekistan, Morocco, Jordan, Cote d'Ivoire, Nepal, Bangladesh and Haiti);
- Managed two public-private partnerships totaling \$1.5M recognized by the US State Department's *Inter-Agency Working Group* as Best Practices in HIV/AIDS Prevention & Awareness (Bill & Melinda Gates Foundation) and Information & Communications Technology promotion in Africa and Eastern Europe (AOL);
- Secured new partnerships with Major League Baseball, National Football League and National Basketball Association

**ORYX INTERNATIONAL, LLC - Senior Manager**  
Muscat, Oman

(1997- 2000)

Responsible for projects and investments in the tourism sector totaling more than US\$100M. Member of the company's Executive Board. Worked with the country's most senior policy makers and business executives to develop strategic plans in support of managed growth. Served on the Ministry of Tourism's Sustainable Development Advisory Group.

- Developed the project and investment plan for the first 5-star hotel in Oman's Dhofar region; secured US\$5M from the Ministry of Tourism and a 20% equity commitment from Hilton International Corporation for this key US\$32M development project;
- Managed the incorporation of Salalah Hilton SAOG and the fully subscribed Initial Public Offering on the Muscat Securities Market; Held a seat on the public company's Board of Directors;
- Senior representative to the Ministry of Labor's Entrepreneurial Development Program; created a 10-year model for estimating the impact of various development projects in the country's tourism markets;

**US COMMITTEE TO ASSIST RUSSIAN REFORM - Senior Project Manager (1996 - 1997)**  
Moscow, Russia

US State Department funded public-private program for the strategic promotion of technology, entrepreneurship and education in Russia and the Former Soviet Union. Worked with the region's policy makers, educational institutions and local and international investors to develop new and existing ventures. Key focus: privatization and military conversion.

- Advised newly privatized companies on free market business strategies;
- Wrote Product and Service Reports, Marketing Plans and Pricing Models;
- Advised on financial management and the reduction of collection shortfalls and barter payments, planning, budgeting and procurement in a market economy.

**ALLIED DOMEQ RETAILING INTERNATIONAL - Development Manager (1990-1996)**  
(Baskin-Robbins/Dunkin Donuts)  
Glendale, CA - Moscow, Russia

Promoted to this position after four years with the company at the US corporate office. Responsible for franchise negotiations and new business development throughout the Former Soviet Union including risk evaluation, budget management and real estate acquisition. Developed and led small business training seminars.

**EDUCATION**

M.B.A - Pepperdine University, Malibu, CA  
B.A. - Political Science/Russian - California State University, Northridge, CA  
Russian Language Program, Monterey Institute of International Studies - Monterey, CA  
Soviet Studies/Language Program, Leningrad Polytechnic Institute - St. Petersburg, Russia

**Professional Experience**

*Fellow* (September 2007-present)

**International Security Program, Center for Strategic and International Studies (CSIS)**  
Washington, DC

- Conduct original research and analysis of U.S. defense policy, national security reform, and topics of international security and defense relations (focus on Turkey, Iraq, and Afghanistan).
- Manage a year-long effort by CSIS senior scholars to produce a comprehensive assessment of Turkey's changing internal politics and relations with neighboring regions, informing the development of a new strategic framework for the future conduct of U.S.-Turkish relations.
- Assist the program director with strategic planning, young professional development, outreach to potential product consumers and funders, and the conduct of high-level meetings and lecture series with top U.S. and foreign government civilian and military officials.
- Frequent public commentator on above mentioned issues, including appearances on/n CNN, Fox News Channel, Al-Jazeera, Associated Press, Reuters, USA Today, Politico, and others.

*Staff Member* (June 2007-September 2007)

**Independent Commission on the Security Forces of Iraq (Chaired by Gen. James L. Jones)**  
Washington, DC and Rosslyn, VA

- Traveled to Iraq as principal staff assistant to commissioners assessing the Iraqi Ministry of Defense, Army, and Special Forces.
- One of five principal drafters of the final report to Congress; headed declassification approval process with the Department of Defense.

*Strategist and Policy Planner* (June 2006-June 2007; Intergovernmental Personnel Act [IPAA])

**U.S. Department of Defense, Office of the Secretary of Defense, Policy Planning**  
Washington, DC

- Developed and coordinated U.S. defense policy with a focus on long-range strategic planning and assessment of the future security environment.
- Prepared policy analyses and provided support for the Under Secretary of Defense for Policy and the Secretary of Defense.
- Supported the armed services in strategy development and interagency coordination through the National Security Council.
- Awarded the Office of the Secretary of Defense Medal for Exceptional Public Service.

*Assistant Director* (February 2005-June 2006), *Research Associate* (May 2004-February 2005)

**Global Strategy Institute, Center for Strategic and International Studies (CSIS)**  
Washington, DC

- Conducted unclassified research support for the U.S. Ambassador to Afghanistan on best practices in long-range governance and stabilization approaches, including civil-military integration in counterinsurgency, counter-narcotics, and micro-loan economic development.
- Analyzed international, long-range (2015-2025) strategic trends in defense, demography, natural resources, economics, technology, education and governance.
- Briefed long-range trends analysis to high-level audiences (examples include Army War College students, GE corporate officers).
- Responsible for assisting the director in the development and execution of the research agenda and management of a staff of three employees and three interns.

## **Education**

**MA, *International Affairs*** (May 2004)

**Elliott School of International Affairs, The George Washington University**

Washington, DC

- GPA 3.88
- Focus on international political development.
- Exchange student at Bogazici University in Istanbul, Turkey, Fall 2003.

**BA, *Political Science*** (May 2002)

**Trinity University**

San Antonio, TX

- GPA 3.69, cum laude

## **Major Publications**

Kathleen H. Hicks, David Berteau, Samuel J. Brannen, Eleanore Douglas, Nathan Freier, Clark A. Murdock, Christine E. Wormuth, "Transitioning Defense Organizational Initiatives: An Assessment of Key 2001-2008 Defense Reforms" (Washington: CSIS, December 2008).

Stephen J. Flanagan and Samuel J. Brannen, "Turkey's Shifting Dynamics: Implications for U.S.-Turkey Relations" (Washington: CSIS, June 2008).

Clark A. Murdock and Samuel J. Brannen, "Facilitating a Dialogue among Senior-Level DoD Officials on National Security Priorities: A Methodological Note" (Washington: CSIS, June 2008).

"The Report of the Independent Commission on the Security Forces of Iraq." (Washington: CSIS, September 6, 2007)

## **Recent Short Publications**

"How to Make a Great Power a Smart Power," review of *Smart Power: Toward a Prudent Foreign Policy for America*, Ted Galen Carpenter, *Georgetown Journal of International Affairs*, Winter/Spring 2009, 169-174.

"The Misrule of Massoud Barzani," *World Politics Review*, October 1, 2008.

"Critical Questions: The Attack on the U.S. Consulate in Istanbul" CSIS, July 9, 2008.

"Stalemated in Afghanistan," *Diplomatic Courier*, Summer 2008 (Vol. 2, Issue 3):14-16.

"Leaving the Green Zone" *Small Wars Journal*, May 9, 2008.

"In Basra, Another Victory for Moqtada al-Sadr," *World Politics Review*, April 1, 2008.

"Critical Questions: The Latest Violence in Iraq," CSIS, March 27, 2008.

"The United States Growing Political Entanglement in Iraq," *World Politics Review*, February 28, 2008.

"A Flicker of Hope for NATO's Mission in Afghanistan?" *World Politics Review*, February 9, 2008.

"More Allied, Not U.S. Forces Key to Success in Afghanistan," *World Politics Review*, January 14, 2008.

"Critical Questions: Turkish Airstrikes in Northern Iraq," CSIS, December 19, 2007.

"Defense Secretary Gates' Radical Soft Power Proposal," *World Politics Review*, November 30, 2007.

## **Foreign Language**



**Juli R. Branson**

(b)(6)

**EXPERIENCE**

<b>Special Assistant, Communications, to the Under Secretary</b>	<i>U.S. Department of Defense, Pentagon, Arlington, VA</i> Develop strategic communications plan, implement plan by researching, writing speeches, congressional testimony, articles for both foreign and domestic audiences for USDs(AT&L) Michael Wynne and Kenneth Krieg	5/04-Present
<b>Speechwriter for the Secretary</b>	<i>U.S. Department of Transportation, Washington, DC</i> Research, write speeches for Secretary of Transportation Norman Y. Mineta, acting director of speechwriting 3/03-5/03	1/02-5/04
<b>Manager, Communications Special Projects</b>	<i>Texas Comptroller of Public Accounts, Austin, TX</i> Unify message across all publications, Web sites, speeches and internal Webcast ("Comptroller Television") write articles, scripts	11/99-1/02
<b>Director, Corporate Affairs</b>	<i>Golden Books Family Entertainment, New York City, NY</i> Managed president's staff, intellectual property, investor and public relations, organized special events	8/97-8/99
<b>Manager Special Projects</b>	<i>1-800-FLOWERS, Westbury, NY</i> Developed new publications division, wrote speeches, organized special events such as political and non-profit fundraisers	1/97-8/97
<b>Assistant Vice President</b>	<i>NatWest Bank (now Fleet Bank), New York, NY</i> Coordinated all phases of marketing for small business products	6/95-12/96
<b>Media Campaign Strategist</b>	<i>Bush-Quayle '92 Presidential Campaign, Washington, DC</i> Formulated and executed campaign and media strategies for top Bush Administration officials, including advance work	9/92-11/92
<b>Communications Director</b>	<i>Congressman Lamar Smith (R-TX), Washington, DC</i> Responded to all press inquiries, produced monthly cable TV program, weekly radio program and constituent newsletters	4/90-9/92
<b>Reporter</b>	<i>San Antonio Light newspaper, San Antonio, TX</i> Reported on politics, murder, travel and Pope John Paul II	6/86-4/90
<b>Reporter</b>	<i>Dallas-Fort Worth Suburban Newspapers, Arlington, TX</i> Reported on everything from transportation to politics to food	6/84-6/86

## EDUCATION

**Master's Degree**      *New York University, Leonard N. Stern School of Business, New York, NY*  
Masters in Business Administration, Finance major (May 1995)

**Bachelor's Degree**      *University of Oklahoma, Norman, OK*  
Bachelor of Arts, Journalism major (December 1983)

## ADDITIONAL INFORMATION

- 
- Port Royal Condominium Association Board of Directors (volunteer)
- Fundraising Chair for Del Ray Artisans Board of Directors (volunteer); active in art shows/events
- Established Strategic Communications Office for Federal Emergency Management Administration (FEMA) External Affairs Group in aftermath of Hurricane Katrina in Baton Rouge, LA, headquarters
- Co-founder of monthly networking group of Bush Administration speechwriters, Washington Speechwriters Roundtable member
- RightNOW!, Republican women's group, member
- University of Oklahoma Gaylord College of Journalism graduation speaker (December 2003)
- Member Republican National Committee 72-hour Task Force: Raleigh, NC (November 2002); York, PA (November 2004)
- Delegate to South Africa with group of news/entertainment industry professional women (April 1999)
- Traveled extensively throughout the United States and Western Europe, also traveled to Eastern Europe, Mexico, South Africa and Ecuador
- Award-winning investigative journalist, including Associated Press, Hearst Newspapers
- Hobbies: Pottery, mosaics, encaustic painting, fiction writing, running, and travel



- "Averting the System Reboot: Innovations and Critical Lessons from Iraq Must Be Preserved," with Vikram Singh, *Armed Forces Journal* (December 2007): 34-37, 47.
- "No Genocide, No Al Qaeda, No Division of Iraq," with Michèle Flournoy, *Democracy* (Fall 2007): 27-31.
- "The Sorcerer's Apprentice," with Colin Kahl, *Foreign Policy* (4 September 2007): web-exclusive.
- "The Endgame in Iraq," with Kurt Campbell, *Foreign Policy* (July/August 2007): 74-77.
- Phased Transition: A Responsible Way Forward and Out of Iraq, with James Miller (Washington DC: Center for a New American Security, 2007).
- "Tentacles of Jihad: Targeting Transnational Support Networks," *Parameters* (Summer 2006): 30-46.
- "In Search of Harmony: Orchestrating the Interagency for a Long War," with Michèle Flournoy, *Armed Forces Journal* (July 2006): 36-39
- "Strategic Planning for National Security: A New Project Solarium," with Michèle Flournoy, *Joint Force Quarterly* (Issue 41, April 2006): 80-86. *This article received an award from the National Defense University as the "Best Interagency Dialogue Article" of 2006.*
- "Strategic Planning for U.S. National Security: A Project Solarium for the 21<sup>st</sup> Century," with Michèle Flournoy, *Princeton Project on National Security* (Princeton University: August 2005).

**OTHER EXPERIENCES**

[REDACTED]

**REFERENCES (contact information available upon request)**

[REDACTED]

# Rosa Brooks

## SUMMARY:

- Foreign policy, national security and legal and public affairs strategist and writer. Experience managing complex projects and teams.
- Policy expertise and publications on post-conflict issues, stability operations, human rights, rule of law, terrorism and the law of armed conflict.
- Employment includes State Department, NGOs, a major philanthropic foundation, academia (tenured professor at Georgetown Law), and media (columnist for the Los Angeles Times; frequent TV and radio).
- Field experience in Iraq, Indonesia, Russia, Sierra Leone, Kosovo, Uganda, Israel, Palestine, Ghana, Nigeria, Kenya, South Africa, China and elsewhere.

## EMPLOYMENT:

**Opinion Columnist, The Los Angeles Times**, June 2005 to the present. Weekly op-ed columns on foreign policy and U.S. politics. Selected by editorial page editors in 2007 as L.A. Times' nominee for Pulitzer Prize in commentary.

**Professor of Law, Georgetown University Law Center**. July 2007 to the present. Courses on international law, failed states, terrorism and the law of armed conflict.

**Director, Georgetown Law Center Human Rights Institute**, July 2008 to the present. Coordinate & supervise most human rights-related programs at the Law Center.

**Special Counsel to the President, Open Society Institute, New York**, August 2006 to July 2007. Consultant, President's Office, OSI, 2000 to 2001. Advised OSI president and chairman on development of new national security-related initiatives on civil-military relations, privatization, and impact of stability ops paradigm on military and humanitarian NGOs. Developed programs on post-conflict issues and transitional justice in Sierra Leone, Indonesia, and Ghana. Identified funding opportunities and monitored programs in Iraq, Russia, Israel & Palestine for OSI President Aryeh Neier.

**Associate Professor of Law, University of Virginia School of Law**, Aug. 2001 to May 2006. Courses on constitutional law, criminal law and international human rights and humanitarian law. Founded UVa Law's first human rights law program and clinic.

**Fellow, Carr Center for Human Rights Policy, Kennedy School of Government, Harvard University**, 2000 to 2001. Research on post-conflict and rule of law issues.

**Senior Advisor, U.S. Department of State, Bureau of Democracy, Human Rights and Labor**. 1999-2000. Legal and policy advisor to Assistant Secretary of State Harold Hongju Koh. Involved in efforts to create Special Court for Sierra Leone, US negotiating teams for the ICC and the Special Protocol on Children in Armed Conflict; researched and co-authored interagency report assessing Kosovo's judiciary; active in developing corporate social responsibility initiatives in Niger Delta. Some speech-writing. (GS-15; [REDACTED])

**Consultant, Human Rights Watch.** 1995-2001. Researched & authored numerous HRW reports on issues ranging from atrocities committed by Uganda's Lord's Resistance Army rebels to conditions for children in Jamaican police detention.

**Acting Director, Schell Center for International Human Rights and Visiting Lecturer, Yale Law School,** 1998-1999. Assoc. Director, 1997-1998. Courses: Lowenstein Human Rights Law Clinic. Issues in Contemporary Human Rights. Law & Violence. As faculty director of the Lowenstein clinic, supervised wide range of student human rights projects, include fact-finding missions to Kenya and Jamaica. With outside co-counsel from the Center for Constitutional Rights, helped manage complex litigation projects, including an Alien Tort Statute case against Serb leader Radovan Karadzic for genocide and torture that ultimately led to the award of a \$4.5 billion default judgment against Karadzic (*Doe v. Karadzic*, No. 93 Civ. 878, Judgment (S.D.N.Y. Oct. 5, 2000)).

### **OTHER PROFESSIONAL ACTIVITIES:**

- **National Security Network: Vice-Chair of the Board & Treasurer** of the National Security Initiative, NSN's 501-C3 branch. Founding Member. (Formerly a member of Alliance for American leadership, Valley Forge Initiative, Foreign Policy Leadership Council).
- **White Oak Foreign Policy Leaders Project: Steering Committee.** Organized series of conferences funded by the Gilman Foundation; co-chaired working group on Iraq at the Oct. 07 conference, working group on Russia at March 08 conference, and working group on counterterrorism/intelligence at the Sept. 08 conference.
- **World Economic Forum's Global Agenda Council on Fragile States, 2008.** One of roughly twenty people selected by the World Economic Forum as global thought leaders on fragile states.
- **The Delhi Dialogues Towards Peace, Stability & Equitable Relations in South Asia:** Member of US Delegation in December 2008 dialogues sponsored by the Gilman Foundation in India.
- **Obama Campaign: Member of advisory groups on international law & human rights and Democracy & Development.** Since spring '07.
- **Open Society Institute Advisory Council on National Security & Rights, 2007-2008.** Advising OSI on \$20 million fund for initiatives relating to human rights and national security, including development of progressive national security strategies.
- **Foreign Policy Priorities for the Next President- Steering Committee** of Connect U.S. Fund project.
- **Kerry-Edwards Campaign: Director, Human Rights, Democracy & Development Policy Team.** 2004. Wrote and coordinated production of briefing memos, policy papers, speech building blocks, media outreach, etc. prepared by 60-member team for Rand Beers, Kerry's foreign policy advisor.

- **Council on Foreign Relations: Term Member**, 2001 to 2006; Expert Advisor, Council Special Report on Power-Sharing in Iraq, Spring 2005.
- **Amnesty International USA: Board of Directors**, 2002 - 2003. Also served on Board's Executive Committee.
- **Human Rights Watch Children's Rights Division: Advisory Committee Member**.
- **American Society of International Law: Executive Council**, 2004- 2007. Nominating Committee for Executive Council, 2007-2008. Program Committee, 2006.
- **Next Generation Democrats**, 2001-present.
- **Phillips Brooks House Association, Harvard University, Centennial Leadership Committee**, 2000-present. (President, PBHA, 1990-1991). 2008 PBHA Outstanding Alumnus Award.

**SELECTED LONGER PUBLICATIONS:** (complete list of publications online at [www.rosabrooks.com](http://www.rosabrooks.com))

- **WAR EVERYWHERE** (book project— in progress: the law of war in the age of terror).
- **BEING GOOD** (book project—in progress: how ordinary people commit acts of extraordinary cruelty and extraordinary heroism).
- **CAN MIGHT MAKE RIGHTS? BUILDING THE RULE OF LAW AFTER MILITARY INTERVENTIONS** (Book -- with Jane Stromseth & David Wippman. Cambridge University Press, 2006).
- ***Failed States, or the State as Failure?*** 72 UNIVERSITY OF CHICAGO LAW REVIEW 1159 (2005).
- ***We the People's Executive***, YALE LAW JOURNAL (The Pocket Part), March 2006.
- ***The Politics of the Geneva Conventions***, 46 VIRGINIA JOURNAL OF INTERNATIONAL LAW 197 (2005).
- ***Protecting Rights in the Age of Terrorism***, 36 GEORGETOWN JOURNAL OF INTERNATIONAL LAW 669 (2005).
- ***Ticking Bombs and Catastrophes***: Review of SANFORD LEVINSON, ED., TORTURE: A COLLECTION, 8 GREEN BAG 2D 311 (SPRING 2005).
- ***War Everywhere: Rights, National Security Law, and the Law of Armed Conflict in the Age of Terror***, 153 UNIVERSITY OF PENNSYLVANIA LAW REVIEW 675 (2004).
- ***A Just World Under Law***, 98 AMERICAN SOCIETY OF INTERNATIONAL LAW PROCEEDINGS 126 (2004).

- *The New Imperialism: Violence, Norms & the Rule of Law*, 101 MICHIGAN LAW REVIEW 2275 (2003).
- *Law in the Heart of Darkness: Atrocity & Duress*, 43 VIRGINIA JOURNAL OF INTERNATIONAL LAW 861 (2003).
- *Feminism and International Law*, 14 YALE JOURNAL OF LAW & FEMINISM 345 (2002).
- *Privacy and Power*, 89 GEORGETOWN LAW JOURNAL 2047 (2001).
- *Dignity and Discrimination*, 88 GEORGETOWN LAW JOURNAL 1 (1999).
- *U.S. Troops and U.N. Commanders*. YALE SURVEY OF CURRENT LEGAL ISSUES 11 (1995).
- *A GARDEN OF PAPER FLOWERS* (Book- Picador, 1994).

#### IN THE MEDIA:

- **Op-Ed Columnist, Los Angeles Times**, since June 2005. Weekly opinion columns on U.S. politics and foreign policy. Columns archived at [www.rosabrooks.com](http://www.rosabrooks.com).
- **Frequent TV and radio interviews**, including NPR and Fox's O'Reilly Factor; frequent guest and panelist on various MSNBC shows (The Rachel Maddow Show, Race for the White House with David Gregory, Countdown with Keith Olberman, Tucker, etc.)
- **Numerous appearances on Bloggingheads TV/New York Times Video** ([www.bloggingheads.tv](http://www.bloggingheads.tv), also available through the New York Times at <http://video.on.nytimes.com/>).
- **Contributor, Slate Magazine** ([www.slate.com](http://www.slate.com)). Blogger for Slate's "The XX Factor."
- **Essays and op-eds published in dozens of national and international newspapers and online sources.**

#### EDUCATION:

- **Yale Law School, J.D.**, 1996.
- **Oxford University, M.St. in Social Anthropology**, 1993. (Concentration on Middle East)
  - Marshall Scholar
- **Harvard College, A.B. in History & Literature**, 1991.
  - Harvard National Scholar.
  - *Phi Beta Kappa*

**Eave L. Brown**

(b)(6)

### **Experience**

#### **RAYTHEON COMPANY, Executive Assistant, 1/08 to Present**

Support Senior Vice President of Government Operations and Strategy on all levels of administrative assistance.

- Arranges daily schedule and travel itineraries. Prepares all domestic and international travel.
- Arranges meetings and coordinate calendars, scheduling of conference rooms and video teleconferences.
- Act as liaison with corporate staff and Government Operations/Strategy team in coordination of deliverables due executive management staff.
- Responds to emails and inquiries on behalf of the Senior Vice President.
- Oversees administrative functions of the office including administrative staff.
- Assists with creating spreadsheets and other related materials for briefings.
- Perform duties that are highly confidential and require use of good judgment, discretion and tact.

#### **Human Resources Specialist, 12/05 to 1/08**

Provide assistance to Human Resources Director and Human Resources team through a variety of duties:

- Maintain calendars, coordinating meetings and appointments, arranging domestic and international travel.
- Resolve internal/external customer inquiries including explanation of processes and benefits information.
- Assist in coordination of benefit programs for employees to include compiling of data for monthly reports.
- Coordinate candidate interviews with internal staff to include travel and processing of reimbursements through company's financial office.
- Prepare and maintain confidential employee records and files.
- Assist Human Resources Director by responding to emails, assist with tasks due to the Executive Vice President for Corp. BD/ RII and Sr. Vice President of Human Resources and corporate Human Resources staff.
- Experience with all levels of executive staff and outside vendors and contractors.

#### **Executive Assistant, 9/02 to 12/05**

Provide executive administrative assistance to Government Relations Vice President and Government Relations team through office duties to include:

- Handle telecommunications and inquiries from internal and external customers.
- Maintain calendars, setting up meetings and appointments, and coordinating travel arrangements.
- Assist team in smooth workflow process for legislative requests and inquiries.
- Team lead in the Human Resources performance process to include setting up meetings between Vice President and team members and ensure performance forms are completed and returned to Human Resources.

*Resume of Faye L. Brown*  
*Page 2*

- Implemented new hire process and training within Government Relations/Strategy. Coordinate with Business Development offices to ensure newly hired employees are trained and equipped with the necessary tools and resources for their position.
- Process and reconcile employee corporate credit card payments and reimbursements in a timely manner through company's finance expense reporting process.
- Assist the GR/Strategy Sr. Vice President, Strategy Vice President and Strategy Team as required.

**PRINCE WILLIAM PUBLIC LIBRARY SYSTEM, Secretary, Marketing & Development/Volunteer Office, 10/97 to 9/02**

Assist the Volunteer Program Coordinator and Development Officer in recruitment/training of volunteers and marketing for the library system. Provide all areas of administrative assistance to management and customer relations, to include:

- Coordinate office workflow.
- Maintain database and confidential file system for 300+ volunteer staff within the library system.
- Compose correspondence and handling of telecommunications to offices.
- Collect, compose, and maintain statistical information for reports/briefings and other various communication periodicals.
- Assist in coordination of media and special events to include state and local dignitaries.
- Maintain budget, purchasing of promotional materials, equipment and supplies.
- Prepare travel reservations and conference registrations.

**PRINCE WILLIAM COUNTY PUBLIC WORKS DEPARTMENT, Secretary, 10/88 to 10/97**

Provided all areas of administrative assistance to management and the public including, preparation of correspondence, resolution of citizen requests, telecommunications and mail distribution. Maintain budget for Accounts Payable, contracts and other related files. Collect data for operational reports. Maintain superintendent's schedule and attending monthly committee meetings. Assist in purchasing of asset equipment and supplies for supervisory personnel and subordinate workforce. Arrange/prepare travel and other related documents for transportation, lodging and subsistence. Liaison between the department and temporary contractor in selection of temporary employees, including preparation of schedules and payroll.

**MANTECH CORPORATION, Arlington, VA, Receptionist, 5/88 - 10/88**

Provide general office duties; to include typing, handling phones and mail distribution for various engineering branches. Greet, assist and document clients/visitors. Assist Security Administrator in data entry for security clearances.

### **Education**

**STRAYER UNIVERSITY, Bachelor of Business Administration/Human Resources, 2007**

**NORTHERN VIRGINIA COMMUNITY COLLEGE, Associate in Science, Business Admin., 2000**

### **Awards/Certifications**

**SIX SIGMA CERTIFICATION, Raytheon Company, 2005**

**PRINCE WILLIAM COUNTY EXECUTIVE'S AWARD, Prince William County Government, 1996**

# Daniel R. Brownlee

(b)(6)

## SUMMARY OF QUALIFICATIONS

Effective communicator with professional and educational experience in media relations, communications and community outreach, online communications, message and strategy development, secondary education and youth counseling. Strong interpersonal skills, a team-orientated focus and an emphasis on results-driven performance. Proven ability to succeed in a fast paced environment where prioritizing, multi-tasking and meeting deadlines is essential.

## PROFESSIONAL EXPERIENCE

**Office of the Secretary of Defense (Public Affairs), The Pentagon** June 2007 Present  
*Public Affairs Analyst*

- Develop strategic communication plans in partnership with Multi-National Forces-Iraq, U.S. Forces in Afghanistan and the Office of the Secretary of Defense – Public Affairs
- Facilitate communications outreach and develop and maintain productive relationships with national and regional producers, news directors, correspondents and the foreign policy scholar community
- Plan, coordinate, and execute media outreach programs between third-party communicators and senior U.S. military commanders in Iraq and Afghanistan, senior Department of Defense officials, and Iraqi officials
- Book regional and national media engagements for a variety of Military and Defense Department officials covering a wide range of topics
- Identify emerging policy and issue areas and develop strategy for addressing those issue areas

**National Republican Senatorial Committee (NRSC), Washington, DC** March 2006-March 2007  
*Deputy Campaign Director*

- Helped design and implement the eCampaign strategy, including updating web content and creating fundraising e-mails
- Worked with the Communications Department on projects including building and maintaining a 16,000 member media e-mail list and 1+ million supporter database
- Created original content for the committee website, blog and weekly e-newsletter to supporters
- Served as the online clearing house and final proofreader for all documents, press releases, FYIs, and media advisories
- Coordinated the online program by reporting, monitoring, and disseminating content on political blogs

**L.C. Norcom High School, Portsmouth, VA** August 2004-August 2005  
*Social Studies Teacher*

- Managed daily classroom instruction for 90 students, maintaining a positive and safe learning environment
- Served as World History team leader for the Social Studies Department, managing weekly staff meetings and addressing concerns related to the department through established relationships with administrators, colleagues, students and parents
- Drafted and implemented daily lesson plans as established by the curriculum for the Commonwealth of Virginia

**George Junior Republic, Grove City, PA** November 2001-September 2003  
*Counselor Assistant*

- Supervised and monitored 8-12 youth to maintain safety and security and ensure adherence to George Junior Republic's policy and protocol
- Taught and modeled appropriate social and behavioral skills by implementing the behavioral reinforcement program

## EDUCATION

**Defense Information School, Graduate of Joint Intermediate Public Affairs Course, Fort Meade, MD** July 2008

**The George Washington University, Master of Arts, Washington, DC** May 2008

- Political Management

**Westminster College, Secondary Education Certification, New Wilmington, PA** January 2004

**Westminster College, Bachelor of Arts, New Wilmington, PA** May 2001

- Political Science

# JOSEPH PEPPER BRYARS

(b)(6)

## - EXPERIENCE -

### Defense Fellow

Office of the Secretary of Defense

Annual Salary: (b)(6) (GS-15 / Step 3)

09/2004 – Present

The Pentagon

- Manage the legislative account for the Global Security Affairs portfolio (formerly International Security Policy) and the Strategic Capabilities portfolio for the Assistant Secretary of Defense for Legislative Affairs. Major portfolio issues include foreign military sales; the Defense Security Cooperation Agency; the Committee on Foreign Investment in the United States; export control; coalition affairs; development of security cooperation strategies; issues that relate to nonproliferation and counterproliferation of nuclear, chemical, and biological weapons; counternarcotics; the Cooperative Threat Reduction program and arms control negotiations; policy for nuclear and advanced non-nuclear deterrent forces; ballistic missile defense policy; and POW/MIA issues.
- Formerly handled legislative issues with nations of Europe, Eurasia, and the North Atlantic Treaty Organization; the Quadrennial Defense Review and Global Defense Posture.
- Interact with Members of Congress, their staffs, committees and other Administration departments and agencies regarding legislation and DOD plans and policies • Prepare and escort senior DOD officials to hearings and briefings before Congress • Analyze and track legislation • Provide advice and develop strategies for supporting or opposing specific legislative language and announcing new DOD initiatives • Coordinate closely with liaisons in the Combatant Commands, Services and agencies • Draft talking points and memoranda for executive level principals.
- Completed a six-month assignment supporting the Deputy Under Secretary of Defense for Installations and Environment during the Base Realignment and Closure Commission (BRAC).
- [REDACTED] from the Department of Defense until 2010.

### National Security Press Officer

Coalition Provisional Authority

Annual Salary: [REDACTED]

01/2004 – 07/2004

Baghdad, Iraq

- Served as the principal media point-of-contact for all Iraqi national security-related issues, with public affairs responsibility for the Coalition's Office of National Security Affairs, the Iraqi Ministry of Defense, Iraqi National Intelligence Service, and the Ministerial Committee for National Security • Responsible for the design and implementation of strategic information campaigns • Responsible for establishing an independent public affairs capability within the Ministry of Defense and training its chief spokesman • Organized major events and news conferences • Worked with international, regional and national press corps, including the *Associated Press*, *Reuters*, *New York Times*, *Wall Street Journal*, *Washington Post*, *Agence France-Presse*, *Boston Globe*, *Miami Herald*, *BBC*, *CNN*, *Fox*, *CBS*, *NBC*, *ABC*, *Sky News*, *Al Jazeera*, *Al Arabia*, and many other European and Asian news organizations.
- Regional spokesman • Appeared on radio shows in Alabama, Louisiana and Arkansas.
- Awarded the Office of the Secretary of Defense Medal for Exceptional Public Service.

### Communication Consultant

Emirates Center for Strategic Studies &amp; Research

Annual Salary: (b)(6)

08/2003 – 01/2004

Abu Dhabi, United Arab Emirates

- Completed a six-month consultancy project where I helped to establish an office to collect and analyze English language news reports concerning the Middle East for the UAE's premier think tank.

**Press Secretary and Speechwriter**

Governor Bob Riley  
Annual Salary: \$52,000

07/1999 – 07/2003  
Various Locations

1. **Speechwriter & Deputy Press Secretary** 01/2003 – 07/2003  
Office of Governor Bob Riley Montgomery, Ala.
2. **Spokesman** 11/2002 – 01/2003  
Governor Bob Riley Inaugural Committee Montgomery, Ala.
3. **Press and Policy Aide** 07/2002 – 11/2002  
Bob Riley for Governor Birmingham, Ala.
4. **Press Secretary** 07/1999 – 07/2002  
Office of Congressman Bob Riley Washington, D.C

- Answered questions and arranged coverage from state, national, and international news organizations, including ABC, CBS, NBC, Fox News, CNN, CNBC, MSNBC, NPR, PBS, the BBC, and the *New York Times*, *Wall Street Journal*, *L.A. Times*, *Washington Post*, *USA Today*, *London Guardian*, and the *Times of London* • Arranged appearances for Riley on television and radio shows, including CBS Evening News, ABC Nightline, Hardball, The O'Rielly Factor, The Abrams Report, Inside Politics, The Jim Bohannon Show, The Michael Reagan Show, and The Ollie North Show • Often quoted in newspapers and regularly appeared on radio and television shows to promote and defend Riley's agenda • Wrote news releases, speeches, talking points and newspaper op-eds • Organized news conferences and coordinated media coverage at political rallies, town hall meetings, bill signing ceremonies, campaign appearances, official state functions, and various other high-profile events such as campaign visits from President Bush, the First Lady, NASA's administrator, and the Secretary of Education • Drafted radio and television scripts • Professional knowledge of lighting and sound equipment for news conferences and major public events • Designed and supplied all content for the gubernatorial Internet website and the now-deactivated congressional homepage • Promoted and planned print, radio and live television news coverage for all public events during Riley's inauguration • Organized a statewide letter-to-the-editor effort, radio talk show call-in campaign, and extensive bus and plane campaign tours across Alabama • Managed a three-week rapid response press operation when the opponent challenged the gubernatorial election results • Drafted the campaign's constitutional reform policy • Conducted thorough opposition research.

**Newspaper Reporter & Photographer**

The Mobile Register  
Annual Salary: \$24,000

03/1997 – 05/1999  
Mobile, Ala.

- Covered general assignment stories, including local, state and federal government issues, education, environment, agriculture, business, military, crime, courts, and wrote local historical features.

**- MILITARY EXPERIENCE -****Specialist (E-4)**

Alabama Army National Guard  
131st Mobile Public Affairs Detachment

08/1995 – 02/1999  
State Area Command Headquarters  
Montgomery, Ala.

- Supported news coverage of the Alabama National Guard during activations for natural disasters and law enforcement missions. Honorable Discharge. MOS 46Q.

**Specialist (E-4)**

U.S. Army  
U.S. Army Europe, V Corps Public Affairs Office

05/1996 – 02/1997  
Operation Joint Endeavor  
Hungary, Croatia, Bosnia-Herzegovina

- Served on active-duty in Hungary, Croatia, and Bosnia-Herzegovina during the U.S.-led mission in the former Yugoslavia, where I participated in civilian affairs and base security missions and promoted favorable coverage of military operations throughout the American sector • Wrote articles on troop activities for an Army-published newspaper. Honorable Discharge. MOS 46Q

**Airman 1<sup>st</sup> Class (E-3)**

U.S. Air Force Reserves  
908th Civil Engineering Squadron

02/1993 – 02/1995  
Maxwell Air Force Base  
Montgomery, Ala.

- Responsible for electrical power generation on temporary C-130 airfields during service with a civil engineering unit in the Air Force Reserves. Honorable Discharge. AFSC 3E0X2

**- EDUCATION -**

**B.A., Communication Arts**  
Spring Hill College (*Jesuit*)

1998  
Mobile, Ala.

**- EXECUTIVE TRAINING -**

**National Security Management Fellow**  
Syracuse University, Maxwell School of Citizenship

2005  
Syracuse, NY

- Completed the Department of Defense National Security Management Course, a six-week resident program held at Syracuse University for senior defense officials (at the GS-15 and O-6 level) exploring management challenges in the area of national security.

**Advanced Legislative Strategies, Certificate of Training**  
George Mason University

2006  
Washington, D.C.

- Completed a three-day course offered by *Congressional Quarterly* through George Mason University designed to maximize knowledge of the legislative process and develop strategies and tactics to influence Congressional action.

**- AWARDS, DECORATIONS & PUBLICATIONS -**

- Office of the Secretary of Defense Medal for Exceptional Public Service for service in the Coalition Provisional Authority, Operation Iraqi Freedom.
- Articles and essays have been published in *The American Spectator*, *American Enterprise Magazine*, *Birmingham News*, *Mobile Register*, *Montgomery Advertiser*, *Huntsville (Ala.) Times*, and the *Tuscaloosa News*, and several other newspapers and magazines.
- Army Commendation Medal, Army Achievement Medal, Armed Forces Expeditionary Medal, NATO Service Medal, Armed Forces Service Medal, National Defense Service Medal, Armed Forces Reserve Medal with Mobilization Device, Army Reserve Components Achievement Medal, Special Service Ribbon of Alabama.
- 1999 finalist for the Phillips Foundation Journalism Fellowship for authoring a collection of short stories titled, "So There I Was," that profiled World War II veterans from Mobile, Alabama.
- 1997 Autry D. Greer Media Service Award from Spring Hill College for outstanding community service through journalism.

# JENNIFER C. BULKELEY

International Security Program Fellow, Kennedy School of Government, Harvard University



Eligible for higher level clearance and Schedule A Hiring Authority

Proficient in Mandarin Chinese and German; Significant time overseas (2+ years in China, 2+ years in Europe)

Expertise: China, East Asia, Nonproliferation, U.S. Foreign/Defense Policy, International Security, International Organizations

Skills: Writing/reporting, policy analysis, project management, research, organization, teamwork, flexibility, attention to detail

## EDUCATION

---

PhD HARVARD UNIVERSITY, Public Policy, Dissertation: Chinese Strategies to Measure and Manage China's Rise (2009)

MPA PRINCETON UNIVERSITY, Woodrow Wilson School of Public & International Affairs (2004)

BA THE UNIVERSITY OF THE SOUTH (SEWANEE), Summa Cum Laude, with Honors, Phi Beta Kappa (2000)

## POLICY EXPERIENCE

---

U.S. EMBASSY, BEIJING, CHINA, Economic Policy Section, *Energy Policy Analyst* (Summer 2008)

- Provided analysis, background briefings, talking points, and official reporting on China's domestic energy policy, foreign development assistance, and international energy cooperation (with Russia, India, Iran, Iraq, Central Asia, Africa, East Asia, and the International Energy Agency)

NONPROLIFERATION BUREAU, OFFICE OF MULTILATERAL NUCLEAR AFFAIRS,

U.S. DEPARTMENT OF STATE, Washington, DC, *Rosenthal Fellow* (Summer 2002)

- Aided preparations for interagency negotiations and Senate ratification of the Additional Protocol to the Nuclear Safeguards Agreement with the International Atomic Energy Agency (IAEA)
- Collaborated with IAEA officials, international diplomats, and State Department desk officers to develop country-specific strategies to persuade UN member states to sign and ratify nuclear safeguards agreements
- Conducted investigative interviews at the IAEA in Vienna, cataloging existing international efforts to protect nuclear materials through counterterrorism programs

U.S. EMBASSY, BERLIN, GERMANY, Economic Policy Section, *Fulbright Fellow* (Summer 2001)

- Reported on developments in Germany's energy policy, analyzed comparative tax burdens in America and Germany, and evaluated the German development aid program
- Authored a comparative study of US, EU, and Japanese trade relations with developing countries

NATO HEADQUARTERS, International Staff, Brussels, Belgium, *Defense Policy Section Intern* (Summer 2000)

- Provided analysis and reporting on the European Security and Defense Identity (ESDI), the Partnership for Peace (PfP) program, and national missile defense policies
- Drafted agendas, wrote reports and briefings, and aided preparation of working texts for NATO meetings
- Assisted logistical planning and fund-raising for Bosnia-Herzegovina peacekeeping conferences and workshops that provided common training for civilians and military leaders of all regional ethnic groups

U.S. MISSION TO THE UNITED NATIONS IN VIENNA (UNVIE) AND THE INTERNATIONAL ATOMIC ENERGY AGENCY (IAEA), Vienna, Austria, *Political Analyst* (Summer 1999)

- Attended international conferences of the IAEA, the Nuclear Suppliers Group, and the P-5 (permanent members of the United Nations Security Council) as a member of the U.S. delegation
- Prepared briefing books, talking points, and logistical details; researched funding, budgetary, and voting issues
- Assumed reporting responsibility for nonproliferation issues in Asia while other officers were on leave

## RESEARCH EXPERIENCE

---

PREVENTIVE DEFENSE PROJECT, Harvard University, Cambridge, MA, *Research Assistant* (2005-present)

- Assist Dr. Ashton Carter with research on nonproliferation, international security, U.S. defense policy, Asian regional security, U.S.-China relations, and China's foreign and security policy
- Provide substantive and logistical support to PDP Co-Directors Carter and Dr. William J. Perry for symposia, conferences, workshops, media events, and Track II dialogues in the United States and in Asia
- Research and help draft major reports, provide assistance with grant applications, maintain website to feature recent publications and activities, recruit and train new student research assistants

**ARMS CONTROL PROGRAM, INSTITUTE OF INTERNATIONAL STUDIES, TSINGHUA UNIVERSITY, Beijing, China, Research Fellow (Summer 2005)**

- Collaborated with team of Chinese professors and graduate students to examine China's foreign policy, nonproliferation policies, civil-military relations, and security strategy

**EAST ASIA NONPROLIFERATION PROGRAM, CENTER FOR NONPROLIFERATION STUDIES (CNS), Monterey, CA, National Security Education Program (NSEP) David L. Boren Graduate Fellow (Summer 2003)**

- Conducted research on Asian multilateral security efforts, Taiwanese military modernization, U.S.- Taiwan relations, North Korea's nuclear program, Cross-Strait relations, and Taiwan's national security strategy
- Evaluated China's export control policies and recent government restructuring; published results and presented findings to officials at the U.S. Department of Energy
- Analyzed China's nuclear doctrine, military modernization, and responses to U.S. theater missile defense programs for inclusion in open-source databases for CNS and the Nuclear Threat Initiative (NTI)

**GERMAN COUNCIL ON FOREIGN RELATIONS (Deutsche Gesellschaft für Auswärtige Politik), Berlin, Germany, Fulbright Scholar, Research Assistant to Dr. Michaela Hoenicke Moore (2000-2001)**

- Analyzed trends in U.S. foreign policy, Transatlantic relations, and European cooperative security
- Coordinated academic conference on "Domestic Factors in U.S. International Leadership after the Cold War"

**SELECT PUBLICATIONS**

- 
- "America's Strategic Response to China's Military Modernization." (w/ Ashton Carter). *Harvard Asia-Pacific Review*. 2007.
- "Decontamination and Remediation after a Dirty Bomb Attack: Long-Term Political and Technological Challenges." *The Nonproliferation Review*. Spring 2007.
- "Restoring the Nonproliferation Imperative." In "Fighting the Spread of WMD: Views from the Next Generation." Edited by Brad Glosserman, *CSIS Pacific Forum Issues and Insights*. January 2006.
- "Making the System Work: Chinese Export Control Reform." *The Nonproliferation Review*. Spring 2004.
- "Confronting the Threat: A Critical Analysis of The Biological Weapons Convention." *International Affairs Review*. 2004.
- "Rule of Law: The Missing Priority in Post-Conflict Reconstruction." Prepared for and presented to the National Security Council, The White House. Washington, DC. December 2003. (Co-author)
- "Regional Cooperation on Maritime Piracy: A Prelude to Greater Multilateralism in Asia?" *Journal of Public and International Affairs*. Volume 14. 2003.

**WORKING PAPERS**

- 
- "Chinese Strategies for Measuring and Applying its Rising National Power."
- "The Limits of Non-Interference: China's Evolving Approach to Managing its Economic Power and Political Leverage."
- "Assessing China's Grand Strategy." (presented at Graduate Seminar on China, The Chinese University of Hong Kong, 2008)
- "Private Profit or Policy Change? Motivations and Mechanisms Behind Chinese Arms Proliferation."
- "The Role of the Shanghai Cooperation Organization in Chinese Foreign Policy and Strategy Toward Central Asia."

**SELECT HONORS AND AWARDS**

- 
- International Security Program Fellowship, Belfer Center for Science & International Affairs, Harvard University, 2008-09
- World Politics and Statecraft Fellowship, Smith Richardson Foundation, 2008
- Graduate Society Dissertation Completion Fellowship, Harvard University, 2008-2009
- National P.E.O. Scholar Award, 2007-2008
- FLAS Fellowship for Intensive Study of Mandarin Chinese in Beijing, China, Summer 2006
- Fulbright Scholarship for Study in Berlin, Germany, 2000-2001
- Jacob K. Javits Fellow, 2001-2006
- David L. Boren National Security Education Program (NSEP) Fellow, Taiwan and China, 2002-2003
- NCAA Postgraduate Scholarship and NCAA Woman of the Year (Tennessee), 2000
- Algernon Sydney Sullivan Medallion for Character, University of the South, 2000
- Top Political Science Major, University of the South, 1998, 1999, 2000
- All-American Basketball Player and Academic All-American, 1998, 1999, 2000

**PROFESSIONAL ACTIVITIES AND TRAINING**

- 
- Executive Board, Women in International Security New England (WIIS-NE), 2008-present
- Consultant, Long Term Strategy Group (examining Chinese perspectives on national power), Cambridge, MA, 2007-present
- Summer Workshop on Analysis of Military Operations and Strategy (SWAMOS), Columbia and Cornell Universities, 2007
- CSCAP Working Group Meeting on WMD Proliferation in Asia, CSIS Pacific Forum, Young Leaders Program, 2006-2008
- Teaching Assistant, *American National Security Policy* (2006-2008), *Analytical Frameworks for Policy-Making* (2006)
- Contributing Editor, *Journal of Public and International Affairs* (2004-2007); Manuscript Reviewer, *International Security* (2008-09)

(b)(6)

# KELLY E. BULLINER

(b)(6)

## PROFESSIONAL EXPERIENCE

### OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE FOR LEGISLATIVE AFFAIRS –

SPECIAL ASSISTANT FOR ASIAN AND PACIFIC SECURITY AFFAIRS 6/07 – PRES.

SPECIAL ASSISTANT FOR INTERNATIONAL SECURITY AFFAIRS 6/06 – 6/07

### THE HONORABLE ROBERT WILKIE, ASSISTANT SECRETARY OF DEFENSE

- Principal advisor to the Assistant Secretary of Defense for Legislative Affairs, Assistant Secretary of Defense for Asian and Pacific Security Affairs, and other senior OSD staff on Congressional issues and guidance as they relate to Asian Affairs.
- Secondary advisor on Congressional issues and guidance as they relate to African, European/NATO, and Middle East Affairs.
- Recommends, advises, and counsels appropriate witnesses for hearings and briefings before Congressional Committees.
- Responds to requests from Congress for various materials, information and briefings pertaining to proposed legislation and Department of Defense programs.
- Maintains trusting and professional relationships with Congressional Members and staff.

HOUSE REPUBLICAN CONFERENCE – SENIOR POLICY ADVISOR 9/05 – 5/06

HOUSE REPUBLICAN CONFERENCE – POLICY ADVISOR 8/04 – 9/05

HOUSE REPUBLICAN CONFERENCE – POLICY ANALYST 1/03 – 8/04

### U.S. CONGRESSWOMAN DEBORAH PRYCE (OH-15), CHAIRMAN

- House Leadership policy advisor for defense, foreign policy, homeland security, intelligence, transportation, telecommunications and veterans affairs to fourth ranking Member of the Republican Leadership.
- Participate in the development, management, and messaging of national security legislation with the White House; House Leadership; 232 Republican Conference Members; Committees on Armed Services, International Relations, and Select Committee on Intelligence; and outside coalitions.

HOUSE REPUBLICAN CONFERENCE – POLICY COORDINATOR 4/02 – 12/02

HOUSE REPUBLICAN CONFERENCE – COMMITTEE LIAISON 3/01 – 4/02

### U.S. CONGRESSMAN J.C. WATTS (R-OK), CHAIRMAN

- Supervised the publishing of *Daily and Weekly Floor Briefings* on [www.GOP.gov/CommitteeCentral](http://www.GOP.gov/CommitteeCentral) for Republican Members, staff and outside organizations.
- Prepared legislative analysis, research assistance and briefed Chairman and senior staff on policy issues related to the House Committees on Appropriations, Armed Services, Administration, and House Permanent Select Committee on Intelligence.

U.S. CONGRESSMAN CHARLES H. TAYLOR (R-NC) – LEGISLATIVE ASSISTANT 1/00 – 3/01

U.S. CONGRESSMAN CHARLES H. TAYLOR (R-NC) – INTERN 2/99 – 12/99

- Prepared legislative analysis, provided research assistance, and briefed Congressman and senior staff on various issues.
- Drafted and edited legislation, speeches, correspondence, briefing documents, district press releases, and weekly constituent newsletters.

## **CAMPAIGN EXPERIENCE**

**NATIONAL REPUBLICAN CONGRESSIONAL COMMITTEE**  
*Strategic Taskforce for Organizing and Mobilizing People*

**10/04 – 11/04**

**REPUBLICAN NATIONAL COMMITTEE**  
*72-Hour Task Force - South Dakota Victory*

**10/02 – 11/02**  
*Sioux Falls, SD*

**TAYLOR FOR CONGRESS**  
*Deputy Campaign Manager*

**9/00 – 11/00**  
*Asheville, NC*

## **EDUCATION**

**MASTER OF NATIONAL SECURITY AND STRATEGIC STUDIES**  
*Naval War College, Non-Resident Seminar Program*  
Delayed due to professional obligations.

**01 – PRESENT**  
*Washington, DC*

**BACHELOR OF ARTS**  
*George Mason University*  
Major: Economics

**97 – 00**  
*Fairfax, Virginia*

**ASSOCIATE OF ARTS**  
*University of Maryland, University College*

**95 – 97**  
*Mannheim, Germany*

# MEGHANN LYDIA BURGER

(b)(6)

## Work Experience

- 2006 **United States Treasury Department** Washington, DC  
*Special Assistant to the Under Secretary for International Affairs, Timothy D. Adams*
- Serve in a close and confidential capacity to Under Secretary Timothy Adams, the U.S. Government's point person for international economic policy.
  - Act as liaison to domestic and foreign government officials and business leaders to ensure that the Under Secretary can adequately fulfill his role in advancing the Administration's economic agenda.
  - Conduct special and confidential studies on a variety of strategies and issues, furnishing the Under Secretary with authoritative information and material needed to fulfill duties.
  - Develop, initiate and monitor procedures necessary to ensure coordinated action and effective management of the division's 191 full-time employees.
- 2005 **United States Department of Homeland Security** Washington, DC  
*Confidential Assistant to the Executive Secretary*
- Worked directly with the Secretary Michael Chertoff, Deputy Secretary Michael Jackson, and top advisors of the Department daily to perform a variety of functions.
  - Facilitated the day-to-day functions of the Executive Secretary, including drafting personal correspondence on behalf of Secretary Chertoff, reviewing and responding to internal and external cabinet-level correspondence, and acting as a liaison between various internal and external bureaus and agencies.
  - Assisted the Executive Secretary with policy and operations process and execution on a daily basis, coordinating information dissemination to various components within the Department.
- 2005 **Tew Cardenas LLP/ Alliance Consulting Group** Washington, DC  
*Staff Assistant*
- Provided administrative support in a shared office setting.
  - Worked doing event planning and trip planning.
  - Served as a research assistant for both businesses.
- 2004 **Presidential Inaugural Committee** Washington, DC  
*Assistant Site Manager*
- Worked to plan a ball with 6,500 attendees.
  - Co-managed a volunteer base of 1,200.
  - Organized components of the ball including VIP, entertainment, and convention staff.
- 2004 **Republican Party of Florida** Polk and Manatee Counties  
*Field Director*
- Organized and implemented grassroots activities for the 2004 Presidential Campaign in two large, decisive Florida counties, including: securing headquarters locations and all logistical arrangements, organizing daily county-wide door-to-door efforts, operating and managing 6 call centers, and working remotely with other staff state-wide to gauge and report daily progress.
  - Independently supervised and managed 3,500 volunteers in two large counties.
  - Implemented the Republican Party strategy for the Bush-Cheney Campaign in 6 locations, exceeding all goals.
  - Worked closely with White House Advance staff to plan large Presidential and VIP events.
  - Represented the Bush-Cheney Campaign and Republican Party at county and state-wide activities and events.

## Education

- 2002-2004 **Evangel University** Springfield, Missouri  
*Bachelor of Arts in Government and Social Science*
- Vice President, College Republicans
  - Member, Pi Gamma Mu Honor Society
- 2000-2002 **Kent State University** Kent, Ohio  
*Political Science Studies*
- President, Campus Right to Life
  - Director for Public Relations, College Republicans

Jeffrey A. Burke

(b)(6)

## **OBJECTIVE**

I seek a career in the Intelligence Community where I can build upon my experiences at the Department of Defense to help serve and protect the United States. I believe my current employment, education, and desire can make a valuable impact, particularly as a military, political, or leadership analyst.

## **EXPERIENCE**

*Office of the Secretary of Defense - Legislative Affairs (OSD/LA)* Dec. 2005-current

- Special Assistant for NII - Intelligence, Operations, and Space Division

Currently manage Congressional engagements related to DoD Intelligence equities. My primary role is to serve as liaison between DoD and the Congress with products and actions directly supporting top Pentagon officials including the Secretary of Defense. Examples of responsibilities include warfighter support, HUMINT, detention and interrogation policies, cyber security, and space assets. Work with DNI consistently to advocate programs and IC positions. Travel to Iraq, Kuwait, and Guantanamo Bay has provided an opportunity to see in-theatre assets.

- Research Specialist

Initially served as a member of the Research team within OSD/LA. Required the ability to simultaneously manage multiple tasks, short and long term projects, and both individual and group research. The research was compiled from a variety of sources and contacts. Efforts focused on preparing senior DoD officials for Congressional interaction and requests.

*Terrorism Research Center (Arlington, VA)*

*Nov. 2003-Mar. 2004*

(www.terrorism.com)

Built terrorist group and attack profiles, researched trends and explained the historical implications, such as the 2003 Jordanian Embassy attack in Iraq. This opportunity provided valuable analytic experience and a greater understanding of the war against terrorism.

*Expert Choice Inc. (Arlington, VA)*

*Sep. 2003- Mar. 2004*

- Assistant Office Manager

Performed a variety of tasks to aid the running of a small business. I became proficient with Lotus Notes Database and performing day-to-day operations from production to client interactions. Also mastered usage of Microsoft Office and developed typing skills at 70wpm.

## **EDUCATION**

George Washington University (GWU)

May 2007

M.A. in Security Policy Studies

Concentrations: Transnational Security Issues; Intelligence & U.S. National Security

James Madison University (JMU)

May 2003

Major: History

GPA: 3.4

Minor: Political Science

Honors Scholar

Thesis Topic: The Road to Revolution: The effect of the Sugar Act in Boston.

Co-Author: Uzbekistan; Radical Fundamentalism by the IMU.

Carrier Award 2002 Recipient (given to overall ideal student leader at JMU)

*William R. Nelson Institute (JMU)*

*Sep 2001-May 2002*

Student Volunteer/Intern

Served as assistant to the director. Researched, wrote, and assisted in presentations used by the Department of State and J-2. The focus of the Institute was central Asian countries and terrorism.

*References Available Upon Request*

# Joanna Campanaro

## EXPERIENCE:

**The Washington Institute for Near East Policy**

**Washington, DC**

*Media Coordinator*

*8/05 to Present*

*Development Associate*

*1/06 to Present*

*Development Assistant*

*7/05-1/06*

- Handled press calls for all senior research staff.
- Cultivated relationships with first tier media.
- Planned and executed successful media and fundraising events throughout the country with Ambassador Dennis Ross, General (Ret.) Moshe "Boogie" Ya'alon, and Institute Executive Director Robert Satloff, among others.
- Developed more efficient and effective communications, database, fundraising, and accounting practices.
- Wrote and edited letters and invitations, managed donors-only web pages, and served as primary liaison between the Institute, the board of trustees, and donors.
- Oversaw management of Development Assistant, media intern, and development intern's workload and development.

**Senator Christopher "Kit" Bond (R-MO)**

**Washington, DC**

*Press Intern*

*8/04 to 12/04*

- Assistant to Press Secretary and Director of Communications. Updated journalist contact lists. Arranged media interviews.
- Drafted and distributed mass mailings to constituents.
- Composed and edited press releases for national and local media.

**National Republican Senatorial Committee Special Teams**

**Anchorage, AK**

*Volunteer*

*10/04 to 11/04*

- Participated in Get-Out-the-Vote activities, and rallies, and distributed leaflets for Senator Lisa Murkowski (R-AK) in her successful 2004 re-election campaign.

**Congressman Kenny Hulshof (R-MO)**

**Columbia, MO**

*Intern*

*9/03 to 5/04*

- Handled constituent calls and correspondence.
- Planned dinner for 35 State Legislatures and took care of all event planning details.
- Assisted with scheduling.

**Congressman Kenny Hulshof's campaign office**

**Columbia, MO**

*Volunteer*

*5/04 to 8/04, 1/05*

- Researched county demographics and compiled information for campaign reference.
- Attended campaign fundraising events and handled donations.
- Assisted with relationship building with donors and constituents.

**Secretary of State Matt Blunt**

**Jefferson City, MO**

*Communications Intern*

*4/03 to 8/03*

- Authored press and edited press releases and information for kids' webpage.
- Assembled daily press briefing for the Secretary of State and his staff.
- Created a mass email mailing list for press releases and press advisories.

## EDUCATION:

**University of Missouri-Columbia**

**May 2005**

Bachelor of Journalism in Strategic Communications

Bachelor of Science in Political Science

# ARCH A. MOORE CAPITO

## WORK EXPERIENCE

### **Office of Presidential Advance, The White House – Washington, DC**

*Volunteer, August 2006 – June 2007*

- Organized and coordinated event sites for official tours, fundraisers, and rallies domestically and internationally.
- Met with host committees – worked to create smooth environment for The President.
- Built time-management skills, planning, and organizational skills; worked with stiff time deadlines, and controlled large crowd flow.

### **Office of the Majority Whip, Hon. Roy Blunt – Washington, DC**

*Staff Assistant, August 2005 – July 2006*

- Organized and coordinated weekly office meetings.
- Participated in staff meetings, answered phones, and supervised interns.
- Developed strong ability to multi-task, organize, and delegate responsibility.

### **New York Stock Exchange – New York, NY**

*Government Relations Intern, May 2004 – August 2004*

- Administered tours of the trading floor at the NYSE.
- Worked frequently with Microsoft Excel to create organized planning arrangements for visits/tours especially leading up to the 2004 Republican National Convention.
- Gained exposure to the trading process, the management process, and the client interaction.

### **House Chief Deputy Whip, Hon. Eric Cantor – Washington, DC**

*Personal Assistant Intern, June 2003 – July 2003*

- Supported the Congressman's personal assistant in the House Majority Whip Office.
- Exposed to daily routine of the Congressman and worked on constituent concerns.

### **West Virginia 2<sup>nd</sup> District Congressional Race – Shelley Moore Capito for Congress**

*Volunteer, 2000, 2002.*

- Participated in political rallies, parades, and county fairs.
- Interacted with constituency throughout the 2<sup>nd</sup> District in West Virginia.

## EDUCATION

**Duke University – Durham, North Carolina.**

**Bachelors of Arts in History – May 2005**

**Minor in Political Science – May 2005**

## LEADERSHIP / EXTRACURRICULAR ACTIVITIES

- **Old Trinity Club, Duke University – Durham, NC**  
*(Senior Honorary)*  
*President – 2005*
- **Sigma Alpha Epsilon Fraternity**  
*President – 2003*
- **Boys State – Jackson's Mill, WV**  
*Nominated for Boys Nation*  
*2000*



**Resume of Charles Cervantes, Esquire  
Director of Legal Affairs & Privacy**

**United States - Mexico Chamber of Commerce**

(b)(6)

(b)(6)

**Summary.** Charles Cervantes has devoted much of his career to international affairs and international business through a variety of educational pursuits, experiences and volunteer activities. His experience in the fields of private international business, non-governmental organizations, government and diplomacy provide a broad-based background to interact in various scenarios with a comfort level necessary to accomplish goals and objectives with tight deadlines. His career objectives are to combine his private sector experience and skills with public sector experience and skills for activities in the federal and international arenas.

**EXPERIENCE**

**Private Practice.** (1981 to present). Top rated attorney by Martindale-Hubbell (AV) in Commercial/Corporate/Civil Litigation and International Practice, including business organizations, administrative law, federal procedure, appellate procedure, public and private contract law, with case matter in telecommunications, environmental, international education law, intellectual property, computer hardware and software contracts and bankruptcy. Venable, Baetjer, Howard & Civiletti (Baltimore/DC: 1981-82); Charles Cervantes, P.C. (DC/Texas: 1982-90); Maloney & Busch (DC: 1990-95); Charles Cervantes, Esquire (Virginia/DC: 1995 -); US-MEXICO Chamber of Commerce, Director of Legal Affairs & Privacy (Wash. DC: 1997 to present). Chamber experience includes co-authoring *Seven Principles of Environmental Stewardship for the 21st Century* and managing the development of performance indicators; Chair of the Legal Content Working Group for the *Ventana Ambiental Mexico*, Internet-based searchable database; conceptualizing and implementing Electronic Commerce programs, including *Wiring the Border*; corporate governance matters, intellectual property matters and general litigation matters. The above involve organizing public events for outreach to conduct conferences, conventions, panels and related large event activities.

**Government Service.** (1973 - 1981). Special Assistant and Counselor for Legal Affairs to U.S. Ambassador At Large for U.S.- Mexico Relations, U. S. Department of State, Washington, DC (1979-81). Advised and assisted Ambassador At Large on variety of issues, including transboundary oil pollution, stolen aircraft and automobile treaty, international bridge construction permits, Border Environmental Initiatives, trade and transportation and immigration. Completed SES training in Charlottesville, VA. Attorney-Advisor, U.S. Office of Education (1973-79). Assistant to Deputy General Counsel for Regulatory Review (1978-79). Drafted, reviewed, commented on and advised on promulgation of regulations and administration of federal contracts and grants. Left government service in 1981 as GS-15.

**Foreign Studies and Practice.** (1978 - 1979). Organization of American States (OAS) Fellow in Comparative Law, Universidad Autonoma de Guadalajara, Mexico. Studies included Mexican corporate, commercial and banking laws. American Bar Association International Legal Exchange Scholar (ILEX), 1979. Placed with Mexico City firm of Barrera, Siqueiros y Torres Landa and handled international joint ventures, real estate, VAT tax, sales and various international business transactions. Handled foreign medical and legal education issues.

## EDUCATION, MILITARY, HONORS & APPOINTMENTS

**Education.** Law: University of Texas at Austin, Doctor of Jurisprudence awarded in 1973. Undergraduate: University of Texas at Austin, Bachelor of Arts awarded in 1969 (International Studies). Post-doctoral: Certificate from the *Universidad Autonoma de Guadalajara, Mexico* (UAG), Faculty of Law (1979). Military. USARNGUS, 371st Spt Bn, 71st Airborne Brigade. Active duty, 1969-70. Reserve duty; 1970 - 73 (Honorable Discharge).

**Honors, Appointments, Civic Affiliations.** Chairman; UT Law School Reunion 2003, Class of 1973; Distinguished Law Graduate (Jamail Center); Member & Vice Chair, Virginia College Building Authority (1994-98); Member Arlington, Virginia School Board (1992-95); Business Delegate to Governor's Institute on International Business and Education, College of William & Mary (1989); Member: Omicron Delta Kappa National Leadership Society; Sovereign Military Order of the Temple of Jerusalem (Knight Templar; National Deputy General Counsel, 1995-96); Treasurer of SBA, Consul and Permanent Class Officer/Class of '73 (law school).

## PROFESSIONAL MEMBERSHIPS AND ASSOCIATIONS

**Memberships.** United States Supreme Court, U.S. Courts of Appeal for District of Columbia, 3rd Circuit, 5th Circuit & 11th Circuit. U.S. District Courts for District of Columbia, Western District of Texas and Maryland. Supreme Court of Virginia, D.C. Court of Appeals. Member of Virginia State Bar, District of Columbia Bar and Texas Bar (inactive). U.S. Claims Court. U.S. Court of Military Appeals. Prior membership in Inter-American Bar Association, Inter-American Bar Foundation, Federal Bar Association, Hispanic Bar Association (President of DC Chapter, 1981-82). DC Bar Foreign Legal Consultants Committee (1986-88).

## TEACHING AND WRITING

**Teaching.** Presenter, "On the Borderline: US - Mexico Relations after 9/11" (March 2002, University of Texas at Austin); Faculty for Advanced Electronic Commerce CLE, Georgetown School of Law, 2001; Discovery for Paralegals, Virginia CLE Faculty, 2001; Environmental Risk Management Workshops, USMCOC, 1997-99; Intellectual Property Seminar, Monterrey MX (1999); International Mediation and Arbitration Workshops; Various International Law Seminars (1977-99); University of Southern California, Washington Education Center (1977-78) as adjunct faculty, taught seminars on Education Policy, Legislation and Regulation. Huston-Tillotson College, Austin, Texas taught Government & the Media and Creative Writing (1970-73).

**Writing.** Environmental Performance Indicators, May 1, 2002, USMCOC website, [www.usmcoc.org](http://www.usmcoc.org). Seven Principles of Environmental Stewardship for the 21st Century, ABA Committee on Natural Resources and the Environment (2000); The Export Trading Company, monograph, U.S.-Mexico Chamber of Commerce, 1981. Impressions of Cuban Education, Editor, GWU Institute for Educational Leadership, 188 pages, 1978. The Influence of Marxist-Leninist Ideology in Cuban Literature and the Cinema, pp. 149-157, Impressions of Cuban Education, id. The Role of the Pioneer Youth Organizations in Counseling, Career Guidance and Placement, pp. 24-27, Impressions of Soviet Education, GWU Institute for Educational Leadership, 1975.

## COMPUTER, LANGUAGE SKILLS, MARITAL STATUS, REFERENCES

Windows; Microsoft Word; Excel; Word Perfect; E-mail; Internet; LAN; Lotus; MS Power Point.

References with permission. Writing Samples upon request.

# WILLIAM BENNETT CERVIN

## EXPERIENCE:

2005 UNITED STATES DEPARTMENT OF DEFENSE WASHINGTON, DC  
DEPARTMENT OF THE AIR FORCE

**Air Force General Counsel, Confidential Assistant:** Presently working directly for the General Counsel of the U.S. Air Force, assisting in the processes of oversight, guidance, and direction for legal advice provided throughout the Air Force. Aid in day-to-day operation of the office and its seven divisions. Developed knowledge of U.S. military structure, Air Force capabilities, and the interactions both within government as well as between the Department and Congress.

2004 REPUBLICAN NATIONAL COMMITTEE WASHINGTON, DC

**Regional Field Coordinator:** Collaborated with The White House Office of Political Affairs. Assigned to cover the Northeast region and Nevada to assist the Associate Director in reporting to the Director of Political Affairs, the Senior Advisor to the President, the Vice President, and the President.

- *Political Briefings:* Co-authored political and event briefings to be read directly by the President and Senior Administration officials. Briefings included political interest topics such as unemployment, economy, environment, national defense, homeland security, and state, federal and gubernatorial elections.
- *Strategy:* Aided White House efforts to disseminate policy and message to National and State Party officials. Prepared analysis documents on targeted elections in region. Involved in selection of politically sensitive venues for Presidential visits.

1997 – 2004 BLUEGOOSE.NET DALLAS, TX

**Principal:** Founded and operated private small business-oriented computer consulting company. Over the final five year period, the company averaged 231% year-over-year growth in service-related revenues. Released over 40 clients to Direct Connect Computer Services in Dallas in 2004. Website address is [www.bluegoose.net](http://www.bluegoose.net).

- *Overview:* Provided clients with technology consulting, web site and graphic design, network design and installation, custom-built high-end computer workstations and media systems, and general maintenance and troubleshooting. Clients included small law firms, medical practices, restaurants, home users, and small-to-medium sized businesses.
- *Proficiency/Skills:* Microsoft Windows 98/2000/NT/XP and Small Business Server Family products, Microsoft Office, JavaScript, HTML, Macromedia Studio MX, Adobe Photoshop, Apache Server, Linux, UNIX, Apple, network design, and various hardware and communication systems.

1999 – 2004 STATE CHAMP BASEBALL CAMP DALLAS, TX

**Co-Principal:** Co-founder of summer baseball camp, named after winning the 1998 Texas High School 4A Baseball State Championship. Camps for young boys ages 6-13 continue to operate and annually produce over \$15,000 in revenue.

2000 – 2001 SABINE POWER, L.L.C. DALLAS, TX / PORT ARTHUR, TX

**Chief Information Officer:** Solved strategic technology issues for energy company, and learned details of municipal bonds and joint public/private financing. Planned to build \$2 billion, 1,000 megawatt gasification co-generation facility for electricity generation and conversion of waste petroleum coke to elemental forms. Company goal of raising \$25 million in private placement funding suspended following September 11<sup>th</sup>.

2000 SALOMON SMITH BARNEY DALLAS, TX

**Internship:** Worked directly for a Private Consulting Group which managed more than \$1 billion in client assets. Skills learned include: portfolio evaluation, equity securities and commodities fundamentals, basic company valuation, basic estate tax planning, hedge and collar fund planning, federal and municipal bond investment strategies, mutual fund investments, and relevant dealings with parent company, Citigroup.

## EDUCATION:

1998 – 2003 TEXAS A&M UNIVERSITY COLLEGE STATION, TX

College of Engineering, B.S. Industrial Distribution, Minor in Business. Member, Texas A&M Baseball (2000). Member, University of Richmond Baseball (1998). Member, Old Army Gentlemen's Society (Ol' Ags). Member, Professional Association of Industrial Distributors (PAID). Volunteer, Helping One Student to Succeed (HOSTS).

**ADDITIONAL:** [REDACTED]. Boy Scouts of America Eagle Scout. Extensive travel to Europe (England, France, Spain, Italy, Switzerland), Asia (China, Singapore, Thailand, Bali), Mexico, Costa Rica, and Africa (South Africa, Zimbabwe, Kenya, Tanzania). Licensed Open Water Scuba Diver. Member, Park Cities Presbyterian Church. [REDACTED] References available upon request.

# Claude Hammond Chafin

## Education

- Master of Arts, United States Foreign Policy** December 2000  
**The American University, School of International Service, Washington DC**  
*Relevant Course Work:* US Defense Policy, US Foreign Policy,  
US Arms Control and Security Policy
- Bachelor of Arts, International Service** May 1998  
**The American University, School of International Service, Washington DC**
- Lausanne Collegiate School** May 1994  
**Cum Laude Diploma, Memphis, TN**

## Work Experience

- Department Of Defense, Office of the Asst. Sec. for Legislative Affairs** October 2001-Present  
**Special Assistant for Communications, Special Assistant for Research**
- Managed Town Hall Meeting Program for Operations Enduring Freedom and Iraqi Freedom
  - Composed Daily Operation Iraqi Freedom Update for Congressional Staff
  - Developed Congressional Staff Communication Plan for Operation Iraqi Freedom
  - Managed Special Projects Including Defense Holiday Tree and Pentagon Ice Cream Social
  - Advance Staff for Deputy Secretary Wolfowitz in Singapore and London
  - Extensive Congressional and Legislative Research
- Department Of Defense, Office of Strategy and Threat Reduction** September 2000- March 2001  
**Graduate Research Fellow**
- Edited the Illustrative Planning Scenarios for the Defense Planning Guide.
  - Carried out research projects related to the defense budget and war plans.
- Office of Senator Mike DeWine, Washington DC** January 1999- May 1999  
**Scheduling and Foreign Policy Intern**
- Researched background information on dignitaries to brief Senator DeWine for meetings.
  - Researched federal budget information for the Senator's drug interdiction legislation.
  - Declined invitations for Senator DeWine.
- Citizens for a Sound Economy, Washington DC** June 1998- October 1998  
**Membership Assistant**
- Maintained membership database
  - Responded to the membership's requests for information and addressed complaints as needed
- Senate Committee for Governmental Affairs:** May 1997- September 1997  
**Special Investigation on Campaign Finance, Washington DC**  
**Paid Intern / Assistant to Chief Clerk**
- Monitored deposition review sessions to ensure legitimate use.
  - Reviewed subpoenaed documents to reconstruct suspect's backgrounds.
  - Managed Hearing anteroom.
  - Released subpoenaed documents to the press, as records became public.
- Office of Senator William H. Frist, MD, Washington DC** January 1995- November 1996  
**Paid Intern / Foreign Policy Intern / General Intern**
- Responded to Constituent Requests and Researched Foreign Policy Issues.
  - Assisted in the production of the Senator's monthly television show.
- Office of Senator Fred Thompson, Memphis TN** May 1995- August 1995  
**Casework Intern**
- Responded to constituent difficulties with the Federal Government.
  - Managed front office.

## Special Skills

**Language:** [REDACTED]  
**Computer:** Word for Windows, Word Perfect, Excel, Lexis Nexis, , Windows 2000, CQ On-Line, Netscape, Internet Explorer, Power Point

# Claude Hammond Chafin

## Education

**Master of Arts, United States Foreign Policy** December 2000  
**The American University, School of International Service, Washington DC**  
*Relevant Course Work:* US Defense Policy, US Foreign Policy,  
US Arms Control and Security Policy

**Bachelor of Arts, International Service** May 1998  
**The American University, School of International Service, Washington DC**

**Lausanne Collegiate School** May 1994  
Cum Laude Diploma, Memphis, TN

## Work Experience

**Department Of Defense, Office of the Asst. Sec. for Legislative Affairs** October 2001-Present  
Special Assistant for Communications, Special Assistant for Research

- Managed Town Hall Meeting Program for Operations Enduring Freedom and Iraqi Freedom
- Composed Daily Operation Iraqi Freedom Update for Congressional Staff
- Developed Congressional Staff Communication Plan for Operation Iraqi Freedom
- Managed Special Projects Including Defense Holiday Tree and Pentagon Ice Cream Social
- Advance Staff for Deputy Secretary Wolfowitz in Singapore and London
- Extensive Congressional and Legislative Research

**Department Of Defense, Office of Strategy and Threat Reduction** September 2000- March 2001  
Graduate Research Fellow

- Edited the Illustrative Planning Scenarios for the Defense Planning Guide.
- Carried out research projects related to the defense budget and war plans.

**Office of Senator Mike DeWine, Washington DC** January 1999- May 1999  
Scheduling and Foreign Policy Intern

- Researched background information on dignitaries to brief Senator DeWine for meetings.
- Researched federal budget information for the Senator's drug interdiction legislation.
- Declined invitations for Senator DeWine.

**Citizens for a Sound Economy, Washington DC** June 1998- October 1998  
Membership Assistant

- Maintained membership database
- Responded to the membership's requests for information and addressed complaints as needed

**Senate Committee for Governmental Affairs:** May 1997- September 1997  
**Special Investigation on Campaign Finance, Washington DC**  
Paid Intern / Assistant to Chief Clerk

- Monitored deposition review sessions to ensure legitimate use.
- Reviewed subpoenaed documents to reconstruct suspect's backgrounds.
- Managed Hearing anteroom.
- Released subpoenaed documents to the press, as records became public.

**Office of Senator William H. Frist, MD, Washington DC** January 1995- November 1996  
Paid Intern / Foreign Policy Intern / General Intern

- Responded to Constituent Requests and Researched Foreign Policy Issues.
- Assisted in the production of the Senator's monthly television show.

**Office of Senator Fred Thompson, Memphis TN** May 1995- August 1995  
Casework Intern

- Responded to constituent difficulties with the Federal Government.
- Managed front office.

## Special Skills

**Language:** [REDACTED]

**Computer:** Word for Windows, Word Perfect, Excel, Lexis Nexis, , Windows 2000, CQ On-Line, Netscape, Internet Explorer, Power Point

ADDRESSES

**PROFESSIONAL EXPERIENCE**

**U.S. Department of Defense, Pentagon** November 2003-Present  
**Office of the Assistant Secretary of Public Affairs, *Community Relations and Public Liaison***

**U.S. Department of Labor, Washington, DC** October 2001-October 2003  
**Office of Public Liaison (OPL), *Deputy Director***

Worked with the Director and the Assistant Secretary of Public Affairs to coordinate and implement the outreach plan to the regulated community. Communicated the Secretary's policies and initiatives to private sector organizations. Identified stakeholder meetings and speaking opportunities for the Secretary, Deputy Secretary and other DOL leadership with appropriate association leaders and groups. Managed special events and projects for the Secretary.

**Office of Congressional and Intergovernmental Affairs (OCIA), *Senior Intergovernmental Officer***

Conveyed the message of the President and the Secretary of Labor to governors and local officials with a primary focus on the upper mid-west region. Traveled to region for conferences and actively sought input from state and local government officials on key labor issues. Provided political background information for Secretary's briefings. Acted as liaison between OCIA and the Occupational Safety and Health Administration (OSHA) and Pension and Welfare Benefits Administration (PWBA), as well as the Social Security Administration and the Environmental Protection Agency (EPA).

**Memphis Area Chamber of Commerce, *Director, Existing Business*** May 1997-October 2001

As the first Director, created strategic plan to implement program and coordinated with public and private resources to streamline delivery of services to the business community. In 2000, received "Award of Excellence" from Business Retention and Expansion International. Identified expansion opportunities that contributed to between 70-80% of the annual investments of over \$1.3 billion for the Memphis area since 1997. Coordinated efforts of agency partners to make over 400 company visits a year and address individual as well as systemic problems for the business community. Organized special events for local businesses including securing funding support. Maintained involvement with local, state and national economic development organizations. Consulted with cities building similar efforts including New Orleans, LA; Nashville, TN; Pensacola, FL; Jackson, TN; Chattanooga, TN; Birmingham, AL; and Knoxville, TN.

**U.S. Senator Fred Thompson, Memphis, *Staff Assistant*** December 1994-May 1997

Managed all aspects of constituent services concentrating on casework. Represented the Senator at area functions, responded to constituent inquiries, wrote correspondence for the field office and assisted with the coordination of volunteer and intern programs.

**Tennesseans for Thompson, Memphis, *Field Representative*** July 1994-December 1994

Coordinated the planning and implementation of campaign and transition activities in Shelby and Tipton Counties. Organized special events, recruited and supervised volunteers, assisted with fundraising events, coordinated with other statewide campaigns, represented the candidate at area functions, and managed all day-to-day operations of campaign headquarters.

**Arnault & Associates, Inc., Memphis, *Project Director*** August 1992-July 1994

Managed communications and research for fundraising clients. Assisted in the creation of the corporate strategic plan, staffed volunteer groups, organized special events, coordinated market and prospect research, developed marketing plan and brochure and wrote client newsletters.

**University of Tennessee, Memphis, *Public Relations Assistant*** October 1991-April 1992

**Memphis Museum System, *Public Relations Assistant*** October 1991-January 1992

**BABS CHASE****EDUCATION**

Baylor University, *Waco, Texas*  
Bachelor of Arts, Communication Specialist, 1991

**AWARDS AND ACCOMPLISHMENTS**

Administration of President George W. Bush, Schedule C Appointment, 2001  
Memphis Business Journal, Top 40 under Forty, 2000  
Business Retention and Expansion International, "Award of Excellence", 2000  
Shelby County Young Republicans Grass Roots Award, 1998

**POLITICAL INVOLVEMENT**

RightNow!, *Member, 2002-Present*  
Republican National Committee, Weekend Warrior Program, 2002  
Re-election Campaign Committee, U. S. Senator Bill Frist, 2000  
Shelby County Young Republicans, *Chairman 1997 and 1998, Vice Chairman 1996*  
Re-election Campaign Committee, Tennessee Governor Don Sundquist, 1998  
Re-election Campaign Committee, Shelby County, Tennessee Mayor Jim Rout, 1998  
Re-election Campaign Committee, Young Professionals Coordinator, U.S. Senator Fred Thompson, 1996

**CONFERENCE PRESENTATIONS**

Ohio Jobs and Family Services Directors Association, *Columbus, OH, 2002*  
Women's Entrepreneurial Summit, Satellite location, *Little Rock, AR, 2002*  
Pensacola Chamber Industry Appreciation Breakfast, *Pensacola, FL, 2001*  
Business Retention and Expansion International, *Ottawa, Canada, 2001*  
Governor's Conference on Economic Development, *Knoxville, TN, 1999*  
Tennessee Industrial Development Council Conference, *Destin, FL, 1999*

**PROFESSIONAL DEVELOPMENT**

Graduate, Economic Development Institute, University of Oklahoma, *Norman, OK, 2001*  
Business Retention and Expansion International, Certified Master Consultant, 1997  
SEDC, Southern States Economic Development Short Course, *Atlanta, GA, 1998*  
ACCLIVUS, BASE for Sales Excellence Training, *Memphis, TN, 1998*  
CUED, Business Retention and Expansion Short Course, *Baltimore, MD, 1997*

**EXTRACURRICULAR INVOLVEMENT**

Junior League of Washington, 2002-Present  
National Presbyterian Church, *Youth Sunday School Teacher, 2003-Present*  
Taste of the South Gala Committee, 2001-Present  
Tennessee State Society, Board Member, 2002-Present  
Hutchison School Alumnae Association, *Class Representative 1987-Present*

**EDUCATION** **HARVARD UNIVERSITY | Harvard Kennedy School**  
*Master in Public Policy, International Security Policy and Management*

Thesis: Strategic counterterrorism communications analysis for United Kingdom government

- Outstanding Master in Public Policy Thesis (Policy Analysis Exercise) Award Finalist
- Analyzed strategies to change political communications and effectively support counterterrorism goals

Coursework: National Security Organization and Management, Quantitative Methods, Negotiations Analysis

**COLUMBIA UNIVERSITY | Barnard College**

*A.B., Urban Studies and Political Science*

Thesis: Impact of India's regional development policies on urban slum growth

**EXPERIENCE** **POLICY AND POLITICAL**

**THE WHITE HOUSE | Presidential Personnel Office**

Washington, DC, 2009-Present

*Deputy Chief of Staff.* Lead recruitment of Administration officials. Special Assistant to the Director, 2009.

- Create a professional development program for senior, mid-level and junior administration appointees
- Coordinate communications strategy for Senate-confirmed nominations and Presidential Appointments
- Manage Presidential Delegations and coordinate with the National Security Council and State Department
- Prioritize Director's activities with White House staff, federal agency heads, and senior federal officials
- [REDACTED]

**UNITED STATES SENATE | Rules and Administration Committee**

Washington, DC, 2004-2006

*Professional Staff Member.* Analyzed legislative campaign finance and federal elections administration proposals. Provided Congressional oversight of federal agencies. Staff Assistant, 2002; Intern, 2001

- Drafted federal election law legislation, Help America Vote Act of 2002 (HAVA)
- Developed policy arguments for debates on voter identification requirements and lobbying reform
- Drafted Congressional hearing and Senate floor debate statements and questions
- Monitored nationwide implementation of HAVA in states and territories
- Represented Senator and Committee at federal agency meetings and hearings

**PRESIDENTIAL TRANSITION TEAM | Presidential Personnel Department**

Washington, DC, 2008-2009

*Staff Assistant.* Developed candidate slates for cabinet and sub-cabinet positions in energy/environment agencies.

- Assisted transition and onboarding of White House Presidential Personnel Director and leadership team
- Coordinated research activities to ensure candidates met President-elect's expectations and requirements

**OBAMA FOR AMERICA | Paid Media and Polling Department**

Chicago, IL, 2008

*Media Coordinator.* Led and managed polling, media, and direct mail consultants.

- Managed national persuasion mail program, which sent over 100 million general election mail pieces
- Led campaign's successful and winning paid media and polling activities for the U.S. Northeast

**NATIONAL SECURITY RELATED INTERNSHIPS**

**BOOZ ALLEN HAMILTON | Global Security Group**

McLean, VA, 2007

Conducted research and analysis to support United States government intelligence community clients.

- Researched emerging international affairs and national security issues
- Prepared war-gaming business development proposals on emerging national security threats (pandemic in Asia)
- Analyzed open source intelligence data and information

**UNITED STATES STATE DEPARTMENT | Diplomatic Security Bureau**

Fort Lee, NJ, 2007

Supported managers and special agents in providing security and investigating passport and visa fraud allegations.

- Edited employment evaluation reports of agency's law enforcement agents
- Designed field office presentations for field office's Special Agent in Charge

**LEADERSHIP** *Director, Office of Public Service | Harvard Kennedy School, 2007-2008*

*Coordinator, Master in Public Policy Seminar Series | Harvard Kennedy School, 2006-2007*

*Board Member, Center for Public Leadership | Harvard University, 2006-2007*

- Awards** *Frank Gilbert Bryson Prize, awarded to graduating student who, by opinion of her class, has given conspicuous evidence of unselfishness and has made the greatest contribution to Barnard during her college years; Barnard College Bear Pin, 2004; Barnard College Student Government Association Award, 2001, 2002, 2003; Columbia University Organization Award, 2001; Columbia University Bronze Crown, 2001*

**PERSONAL**

# LUCIA CHO

## CAREER PROFILE

Results-oriented, bi-lingual, energetic young professional with over a year government contractor experience to include working in the Office of the Under Secretary of Defense (Comptroller) organization as the Acting Confidential/Executive Assistant to the Under Secretary of Defense (Comptroller) a Presidentially-appointed Senate-confirmed official who is the Secretary of Defense's Senior Chief Financial Officer for over \$600 billion in Annual Defense spending, and over 10 years of entrepreneurial restaurant and hospitality experience. Works exceptionally well for and with the Principal Deputy, Comptroller Executives/Team Leaders, Military Management staff, and interagency personnel. Tackles and solves problems, takes initiative and possesses the tact and diplomacy to interact with senior Department of Defense officials such as the Office of the Secretary of Defense, Members of Congress and Cabinet Secretaries. Knowledgeable of Department of Defense programs. Strong communication skills and speaks and writes in English and elemental Korean.

## PROFESSIONAL EXPERIENCE

### Department of Defense

#### Office of the Under Secretary of Defense (Comptroller) - OUSD(C)

Pentagon, Washington, DC

#### Front Office

May 2008 - Present

#### *Acting Confidential/Executive Assistant to Comptroller*

- By name request to provide administrative, management and customer service support to the Under Secretary of Defense (Comptroller), the Principal Deputy, and the Front Office Military Management staff
- Maintains official and personal calendars of appointments for the Under Secretary of Defense (Comptroller) and the Principal Deputy to include meetings with the Secretary of Defense, Senior White House and Department of Defense officials and private sector Chief Executive/Finance Officers on an hourly basis
- Serves as liaison between the Under Secretary of Defense (Comptroller), Principal Deputy, staff members, Members of Congress, White House Staff and other Federal Agencies with coordinating action items to include Comptroller internal and external suspenses and office/call visits
- Research, gather and coordinate information for budget program issues and prepare briefing materials that includes read-aheads and briefing books for Under Secretary of Defense (Comptroller)
- Works closely with Comptroller Action Officers to ensure the Under Secretary of Defense (Comptroller) is properly briefed and prepared for Secretary of Defense meetings, Congressional hearings and testimonies
- Works closely with DoD SES and interagency personnel to support high-level foreign embassy visits
- Provides VIP escort service as required
- Serves as Liaison Officer between the OUSD(C) and the Pentagon Force Protection Agency for critical VIP mission escort movements to include the coordination of transportation and escort security details
- Created and organized a tracking system for the OUSD(C) Front Office records, files, congressional correspondence and reference materials

### Department of Defense

#### Office of the Under Secretary of Defense (Comptroller) - OUSD(C)

Pentagon, Washington, DC

#### Directorate of Management and Administration

November 2007 - January 2009

#### *Executive Assistant*

- Collected, tracked and updated Department of Defense Civilian Employee Certified payroll information for 150 personnel into the Defense Civilian Pay System (DCPS)
- Trained new Time and Attendance Administrators on the OUSD(C) Timecard Database and on DCPS
- Established security access and procedures for new personnel
- Processed Executive correspondence
- Maintained work furlough statistical data for Comptroller critical positions
- Responsible for the Under Secretary of Defense (Comptroller) official stationary project
- Ordered and tracked supplies for the OUSD(C) Front Office as needed under the direction of the Human Capital Administrator
- Responsible for and implemented a classified materials disposal/destruction process according to regulations for the OUSD(C) Front Office Military Management staff
- Obtained and distributed OUSD(C) classified and unclassified mail accordingly

# LUCIA CHO

...Page 2...

## **The Dock at Lansdowne**

*Dining Room Supervisor, Trainer & Server*

**Leesburg, VA**

March 2007 – November 2007

- As a Dining Room Supervisor mentored and motivated employees on outstanding customer service standards
- Created training materials for servers and food runners to include practice sheets, tests, visual aids and handbooks
- Trained and certified servers and food runners in providing enhanced hospitality, team service and menu etiquette/knowledge
- Responsible for the evaluation of employee merit and recommended on advancement or in some cases demotions
- Developed and implemented a balanced standard operating procedure to maximize server efficiency

## **Mike's American Grill, Great American Restaurants**

*Trainer & Server*

**Springfield, VA**

June 2004 – October 2006

- Provided outstanding guest service at a high-volume well reviewed 3-star restaurant
- Trained new servers on technical specifications and menu knowledge to include recipe nutrition
- Shift Leader, mentored new staff members

## **New York Café & Convenience Store**

*Shift Manager*

**Washington, DC**

August 2003 – February 2004

- Supervised and mentored a team of 7 employees and served as temporary General Manager
- Monitored and purchased supplies to include food and beverage inventory
- Drafted and designed marketing and promotional materials to increase sales and revenue
- Calculated and reconciled daily bank deposits and assisted in opening/closing operations

## **EDUCATION**

**George Mason University, Fairfax, VA**

Bachelor of Arts in English; Minor in Dance, August 2003

Overall GPA: 3.1; Dean's List

## **TRAINING**

**Department of Defense, Pentagon, Washington, DC**

- Emergency Escape Mask Training, 2007
- Enterprise Correspondence Control System (ECCS), 2007
- Defense Travel System (DTS), 2007

## **OTHER SKILLS & QUALIFICATIONS**

- 
- Microsoft Office Suite
- Volunteered to host Wounded Warriors at the OUSD(C) annual Holiday Gala, December 2007

...References Available Upon Request...

KRISTEN K. CICIO

Staff Assistant to the Vice Chairman of the Joint Chiefs of Staff  
Highest Grade Held: GS-301-14, January 1999 to present

#### EXPERIENCE:

October 2001 to September 2005: As Staff Assistant to the Vice Chairman of the Joint Chiefs of Staff (VCJCS) I was his primary point of contact for his daily, weekly and yearly schedules. VCJCS' schedule included travel commitments, briefs, meetings, ceremonies and official visits of foreign dignitaries. I provided background material for all appointments. I was his principal conduit for contact with US and foreign government officials at the highest levels, the media, the Joint Staff leadership and business leaders. I also provided executive support to VCJCS when he traveled abroad and had both official and social contact with a number of different nationalities in many countries visited. I keep his personal and social files and make him and his spouse aware of all future official/social events.

December 1997 to September 2001: As Civilian Executive Assistant to the Chairman of the Joint Chiefs of Staff I managed administrative activities in the immediate Office of the Chairman. Established and maintained the Chairman's daily, weekly & yearly schedules. Established and maintained standard operating procedures to prepare and distribute the Chairman's calendar. Arranged and maintained the Chairman's schedule of appointments for conferences, meetings, briefings, official visits, ceremonies, travel commitments and social engagements. Served as the principal conduit for contact with key high-level government officials (US & foreign), business and media leaders, members of the personal staff and Joint Staff leadership. Received and placed all telephone calls. Received and escorted all visitors to the Chairman's office. Served as the point of contact and an intermediary between the Chairman and those who made demands on his time. Accompanied and provided executive support to the chairman when he traveled abroad. Made both official and social contact with a number of different nationalities in the many countries visited. Kept those who needed to know informed of the Chairman's location at all times during duty hours. Kept the office apprised of planned evening and weekend social events. Prepared a wide variety of correspondence on behalf of Chairman. Responded to public inquiries concerning the Chairman and established official and personal files as required.

March 1993 to December 1997: As Special Assistant and Office Manager to the Assistant to the President for National Security Affairs I was required to have an in-depth knowledge of national security programs and foreign policy initiatives. It was also necessary to have a grounded knowledge of the organization and functions of the departments and agencies comprising the Executive Branch, Senate, House of Representatives, DOD and State plus all foreign policy and intelligence community agencies. My major responsibilities included ensuring comprehensive interagency coordination on a variety of administrative and management matters; performed special assignments and project requiring sensitivity of the issues that affect national security policy. Reviewed policy papers, talking points and speeches to ensure compliance with correspondence format directives. Responsible for maintaining the National Security Advisor's calendar which took both diplomacy and tenacity. Arranged meetings, coordinating with all appropriate attendees consisting of the highest level officials from the White House Staff, Executive Branch and Executive Office of the President.

December 1991 to March 1993: As Special Assistant to the Deputy Assistant to the President for National Security Affairs (DAPNSA) I performed the following duties: Maintained the DAPNSA's

August 1989 to December 1991: Personal Assistant and Social Secretary to the Commander-in-Chief Allied Forces Southern Europe (CINC SOUTH/Naples, Italy)/Commander-in-Chief U.S. Naval Forces Europe (CINCUSNAVEUR/London, UK).

EDUCATION: Associate Degree/Business, Tiffin University, Tiffin, Ohio

# MICHAEL A. CLAUSER

(b)(6)

## EXPERIENCE

### COMMONWEALTH CONSULTING CORPORATION

RESEARCH ASSOCIATE

RESEARCH ANALYST

Arlington, VA

September 2006 to Present

December 2005 to September 2006

- Coordinates government-relations and business strategy projects for domestic and international clients targeting both Houses of Congress, as well as the Departments of Defense, Army, Navy, Air Force, Homeland Security, and State
- Tracks key legislation in the House and Senate Appropriations, Armed Services, and Homeland Security Committees
- Attends and reports on both House and Senate Armed Services Committee hearings and bill mark-ups
- Supports senior corporate executives, retired senior military officers, and former Congressional and White House staff
- Drafts issue briefs, correspondence, and hearing questions for legislators and senior Executive branch officials
- Researches and reports on federal acquisition regulations, international traffic in arms regulations, and export licensing
- Drafts and edits consulting proposals, contracts, correspondence, trade press articles, and client press releases
- Organizes, coordinates, and executes company-sponsored charity events with veterans groups and youth shelters
- Develops graphic design concept and authors all written text for <<http://www.commonwealthconsulting.com>>

### WELDON VICTORY COMMITTEE

CAMPAIGN ASSISTANT

Seventh Congressional District, PA

23 October 2006 to 7 November 2006

- Volunteered on the re-election campaign of former House Armed Services Committee and House Homeland Security Committee Vice Chairman, Mr. Curt Weldon (R-PA 07) during perinatal leave from Commonwealth Consulting
- Managed the drafting, funding, signing, and publication of a several thousand dollar full-page campaign advertisement
- Canvassed door-to-door on behalf of the Congressman and telephoned both constituents and political action committees

### OFFICE OF U.S. CONGRESSMAN CHARLES W. DENT (R-PA 15)

LEGISLATIVE INTERN

Washington, DC

November 2005 to December 2005

- Attended House Committee on Homeland Security hearings on behalf of the Ranking Member and his Legislative team
- Tracked and researched legislation then drafted constituent correspondence explaining the Member's stance on issues
- Directed telephone and e-mail inquiries from constituents to the appropriate Federal agency or Legislative office

### OFFICE OF U.S. CONGRESSMAN JOHN E. PETERSON (R-PA 05)

CASEWORKER INTERN

State College, PA

July 2005 to August 2005

- Assisted in legislative casework relating to military academy nominations, immigration casework, and veterans' affairs
- Assisted in special projects aimed at constituent outreach as well as coordination efforts with U.S. Federal agencies

## EDUCATION

M.A. International Relations *with Distinction*, University of Economics, 2006

Poznan, Republic of Poland

M.A. European Studies *with Merit* (11.3), University of Exeter, 2006

Exeter, United Kingdom

B.A. Philosophy, Pennsylvania State University, 2004

University Park, PA

B.A. Religious Studies, Pennsylvania State University, 2004

University Park, PA

## PUBLICATIONS

Clauser, Michael. "Review of *Out of Evil: New International Politics and Old Doctrines of War*, by Stephen Chan." *The British Journal of Middle Eastern Studies*, (November 2006). Vol. 33, Issue 2; pp. 238-240.

—. "Review of *The Market for Force: The Consequences of Privatizing Security*, by Deborah Avant." *Political Studies Review*, (May 2006). Vol. 4, Number 2; pp. 225-226.

— and Doug Harpel. "Ultra Wideband Radar Technology to Assist with First Responders and Special Operators." *Defense Systems Daily*. <<http://defence-data.com/current/page31979.htm>>, (1 May 2006).

—. "Review of *The Replication of Violence: Thoughts on International Terrorism after September 11<sup>th</sup> 2001*, by Suman Gupta." *The British Journal of Middle Eastern Studies*, (November 2005). Vol. 32, Issue 2; pp. 276-277.

## ACHIEVEMENTS AND LEADERSHIP

Limited language familiarity with French, German, Modern Greek, Standard Arabic, and Polish

Explored 21 foreign countries with extensive time in the Balkans and Central Europe with residence in Greece, Poland and UK

Awarded U.S. State Department Travel Scholarship to attend Legal English Skills Training Conference in Prague, May 2005

Founding Father and Chartering Member, Phi Lambda (Penn State) Chapter of the National Fraternity of Alpha Chi Rho

Eagle Scout rank, Boy Scouts of America, 2000

# JONATHAN C. COFFIN

(b)(6)

## WORK EXPERIENCE

REPUBLICAN NATIONAL COMMITTEE, Washington, DC

DEPUTY DIRECTOR OF TELEVISION AND RADIO (May 2006 – Present)

- Direct and implement regional television and radio strategy to maximize impact in key markets.
- Book regional/national radio and television interviews for Chairman Mehlman and GOP surrogates.
- Produce in-studio live shots and schedule studio activity with Congressional offices.
- Coordinate surrogate activity with Congressional campaigns, the NRCC and the NRSC.
- Edit audio recordings for radio actualities and web-posts.

APCO WORLDWIDE, Washington, DC

ISSUES MANAGEMENT – INTERN (June 2005 – August 2005)

- Assisted with national re-launch of prescription drug assistance program; tasks included editing media material and booking radio interviews for clients in the pharmaceutical industry.
- Secured local print coverage for financial services clients.
- Conducted research on potential business opportunities with foreign governments and retail clients.

REPUBLICAN NATIONAL COMMITTEE, Washington, DC

GOPTV – INTERN (June 2004 – November 2004)

- Booked television interviews for GOP surrogates; helped secure 772 interviews in 115 markets.
- Staffed television operations at the Republican National Convention and the GOP Boston response to the Democratic National Convention.
- Assisted with video shoots; tasks included production, camera operation and basic editing.
- Managed earned media documents and media lists using Bacons and TVEyes.

SENATOR MIKE DEWINE, Washington, DC

PRESS OFFICE – INTERN (January 2004)

- Composed constituent mail and assisted with press releases and media events.
- Performed research for speeches/constituent mail; topics included Veterans Affairs and Medicare.

## ACTIVITIES

SIGMA CHI FRATERNITY – XI CHAPTER

- Managed \$360,000 annual operating budget while overseeing \$50,000 renovation project.
- Directed \$40,000 capital project to construct a new study lounge.

STUDENT GOVERNMENT

- PUBLIC RELATIONS DIRECTOR (March 2004 – September 2004; January 2005 – April 2005)
  - Directed all media and publicity efforts as member of the Executive Board.

WGRE RADIO – DEPAUW UNIVERSITY, Greencastle, IN

- ASSISTANT NEWS DIRECTOR (May 2003 – December 2003)
  - Monitored campus news and covered local political campaign events, including President Bush's visit to Indianapolis and former General Wesley Clark's speech at DePauw.
- PROMOTIONS DIRECTOR (January 2004 – May 2004)
  - Administered all promotional and media efforts, including general marketing, press releases and cross-promotion with other media outlets.

THE DEPAUW – STUDENT NEWSPAPER (2002-2005)

- Wrote as Opinion Columnist, Photo Opinion Reporter and News Writer for bi-weekly publication.

## EDUCATION

DEPAUW UNIVERSITY, GREENCASTLE, IN – MAY 2006

- B.A. - Political Science; Minor - Mass Communications (GPA: 3.67 / 4.0)

MEDIA FELLOWS

- Highly selective honors program combining a liberal arts education with the practice and analysis of journalism and the mass media.

## AWARDS

PHI BETA KAPPA INDUCTEE (APRIL 2006)

GERTRUDE CRAIN STUDENT MEDIA AWARD (MAY 2004)

# John Philip Cook

Local Address

(b)(6)

Mailing Address:

(b)(6)

(b)(6)

## GOVERNMENT:

**U.S. Department of Energy** February 2005 – Present **Washington, DC**  
**Special Assistant to the Assistant Secretary, Office of Environment, Safety, and Health**

- Assist in evaluating policy issues facing the Office of Environment Safety and Health
- Perform special projects throughout the DOE complex (including international liaison assignments)
- Review testimony and hearing materials with pertinence to the Assistant Secretary's management scope

## POLITICAL EXPERIENCE:

**Presidential Inaugural Committee** December 2004 – January 2005 **Washington, DC**  
**National Finance Coordinator**

- Served as a liaison between the Finance Director and the inaugural staff, major donors, and corporate donor representatives
- Assisted in processing over \$35 million in corporate and individual donations to the Inaugural Committee
- Sold donor packages to non-target clients and recruited prospective contributors
- Acted as the Deputy to the Finance Director, William Gaynor

**Republican National Committee** August – November 2004 **Washington, DC**  
**Staff Assistant to the Director, Office of the National Political Director, Blaise Hazelwood**

- Created tracking documents and helped to solve logistical issues for the *Voter Registration and 72 Hour Programs*
- Assisted in budget preparation and special projects for the Political Director
- Recruited and co-managed interns for the Political Office
- Facilitated general projects supporting the entire political staff

**Republican National Committee** April – June 2004 **Arlington, Virginia**  
**Staff Assistant, Victory Finance 2004, Office of the Vice Chair, Jack Oliver**

- Assisted Budget Manager with tracking event costs, solving bill payment discrepancies, and vendor payment operations
- Served as initial point of contact for the Finance Division; handled donor inquiries
- Drafted and finalized correspondence for Jack Oliver

**Bush-Cheney '04 Headquarters** December 2003 – March 2004 **Arlington, Virginia**  
**Finance Intern, Office of the Vice Chair, Jack Oliver**

- Assisted in fundraising activities

## PROFESSIONAL:

**R.F.C. Industries** April – October 1997-2003 **Weston, Massachusetts**  
**Manager, Playground Construction, Cedar Works of Maine Playgrounds**

- Managed Boston-area job sites, executed company-standard safety checks
- Handled customer relations, troubleshooting, client questions and concerns
- Created and maintained a new specialized database system

**J. Cook Industries** May – September (seasonal operations) 1999 – 2003 **Belmont, Massachusetts**  
**Founder, Cedar Wood Treatment and Service, Cedar Works of Maine Products (now inactive partner)**

- Addressed customer needs in residential services
- Organized company accounts / hired and trained employees
- Created database and direct-mailing system
- Structured advertising; managed daily operations and contracts

## EDUCATION:

**Syracuse University, Whitman School of Management** **Syracuse, New York**  
Concentrations: Marketing, Entrepreneurship and Emerging Enterprises; B.S.

- Syracuse University College Republicans
- Syracuse University Investment Club

## SKILLS:

- **Computer Literate:** Microsoft Word, Excel, Outlook and Power Point; Minitab, Datasnak Statistical Analysis Software (SAS), and HTML Code (limited knowledge)
- **Business:** Licensed real-estate salesperson, Commonwealth of Massachusetts #9048011 (inactive); commercial real estate experience, Philip Pane Properties; small business operations, logistics, and sales experience
- **Emergency Coordination Experience:** Large scale disaster mobilizations, Katrina Incident 2005, served on the public affairs staff to the Primary Federal Official

## Lee Anthony Cook, III

### Education:

- **Virginia Military Institute, Lexington, VA** - Graduated May 2006  
◦ **Bachelors Degree Psychology**
- **St. Mary's High School, Annapolis, MD** - Graduated June 2002

### Experiences/Accomplishments:

**Office of the Secretary of Defense: Legislative Affairs - Pentagon** (Aug 2007 to present)  
**Special Assistant for Congressional Investigations and Personnel & Readiness.** Responsible for compliance with investigation requests from standing defense oversight committees of the senate and house. This requires the gathering of requested information from offices within the Department of Defense and the certification of their content for release. As a Special Assistant to the Chief of Personnel & Readiness I research DOD policy issues raised by Members of Congress. This requires keeping abreast of current policies, events, and issues that may raise concern at standing legislative committees and brief the Assistant Secretary of Defense for Legislative Affairs. My position requires me to deal with Members of Congress and senior staff with confidentiality and diplomacy in a demanding portfolio.

**Grassroots Coordinator: Bonner & Assoc. - Washington, DC** (March 2007 - Aug 2007)  
**Staff Support Federal Lobbying Firm.** Responsible for mobilizing grassroots coalitions across the country to rally support for issue specific projects. Required research and outreach to community leaders and activists to elicit their active support for legislative initiatives.

**Regional Political Director: Michael Steele for Maryland - Hanover, MD** (2006-2007)  
**Regional Political Director United States Senate Campaign.** My region encompassed the Harford region in the state consisting of nine counties. Established and organized a network of volunteers by each county designed to perform election day activities, voter contact, and collateral distribution. Coordinated campaign appearances and media opportunities for the candidate. Kept abreast of issues of importance or controversy in the region and prepared appropriate briefing materials for the candidate. Developed a strategic plan for communicating message by screening and organizing a network of political operatives and community leaders to compare and lend credibility to the candidate's platform.

**Cadet: Virginia Military Institute - Lexington, Virginia** (2003-2006)  
**VMI Lacrosse - Team Captain:** four - year letter winner  
**VMI Lacrosse Camp Counselor:** Colored children ages 7-16 in the basic anticipation of Lacrosse. These camps were week long and overnight held during the summer at the Virginia Military Institute. Taught the fundamentals of team building and athletic discipline.  
**Cadet in Charge:** Athletic Department. Supervised 20 Cadets.

**Skills:**

- *Military Skill:* Army ROTC courses and as such, familiar with and understand basic leadership styles of a military type organization.
- Experienced leader and manager with effective communication skills.
- *Computer:* Microsoft Excel, Power Point, Windows, and Word.
- *Foreign Language:* Basic knowledge and understanding of Spanish.

**Honors and Awards:**

- Selected Maryland Page to Republican National Convention 2004
- Marshall King Academic Scholarship – Virginia Military Institute 2002 – 2006
- Congressman Wayne Gilchrest's Nomination West Point Academy 2002

**References:**



## ACADEMIC EXPERIENCE

**Associate Professor, Department of Political Science, Davidson College.** Courses: *International Politics; Intellectual Foundations of American Foreign Policy; United States-Latin American Relations; International Political Economy; Latin American Politics; Democracy, Social Conflict and Security in the Andes; Insurgencies and Counter-insurgencies; Latin American Political Novel.* 2006—current.

**Assistant Professor, Department of Political Science, Davidson College.** 2000-2006.

**Adjunct Professor, Johns Hopkins School of Advanced International Studies (SAIS).** Courses: *Latin American Economic Development; Political Economy of Mexico, Central America, and the Caribbean; Latin American Political Economy.* 1999-2004.

---

## WORK EXPERIENCE

**Visiting Fellow, Center for American Progress, Americas Program.** February 2007—current.

**Contributing Editor and Latin America book reviewer, *Survival*** (published by the International Institute for Strategic Studies). March 2007—current.

**Contributing Writer, *The New Republic.*** March 2007—current.

**Director for the Western Hemisphere, *The National Security Council*** (November 2004- July 2005). The position was supported through the Council on Foreign Relations' *International Affairs Fellowship.*

**Special Assistant to the Deputy Director for Counter-terrorism (J-5), *The Joint Chiefs of Staff.*** Fall 2004. The position was supported through the Council on Foreign Relations' *International Affairs Fellowship.*

**Special External Advisor to the Assistant Secretary of Defense for International Security Affairs, *U.S. Department of Defense.*** 2002-2004.

**Consultant, Project: "The Social Safety Net in Colombia: Issues and Options in the Face of Economic Shock". *The World Bank.*** Washington, DC. 2001.

**Consultant, *United Nations Project on Restored Democracies.*** 2000.

**Peru Country Analyst**, *Andean Competitiveness Project*, Center for International Development (Harvard University), Lima, Peru, 2000.

**Colombia Human Rights Analyst**, *Catholic Relief Services*, Quito, Ecuador and Bogotá, Colombia, 1997-1998.

**Fellow**, *Mexican Academy of Human Rights*, Mexico City, Mexico, Summer 1997.

---

## EDUCATION

**Ph.D.**, *with honors*, International Relations, **Johns Hopkins University (SAIS)** 2000.

**M.A.**, *with distinction*, International Relations and International Economics, **Johns Hopkins University (SAIS)**, 1997

**B.A.**, *summa cum laude*, *Phi Beta Kappa*, Government, **Bowdoin College**, 1994.

---

## BOOKS AND EDITED VOLUMES

*The United States and Latin America after the Cold War* (Cambridge University Press, 2008).

*Gunboat Democracy: U.S. Interventions in the Dominican Republic, Grenada, and Panama* (Rowman & Littlefield, 2006.)

Russell Crandall, Riordan Roett, and Guadalupe Paz, editors. *The Andes in Focus: Security, Democracy, and Economic Reform* (Boulder: Lynne Rienner, 2005.) A Spanish-language version will be published in 2007.

Russell Crandall, Riordan Roett, and Guadalupe Paz, editors. *Mexico's Democracy at Work: Political and Economic Dynamics* (Boulder: Lynne Rienner, 2004.) (Published in Spanish by Editores Publishers in Buenos Aires, Argentina as: *La Democracia Mexicana en Marcha*.)

*Driven by Drugs: United States Policy Toward Colombia* (Boulder, CO: Lynne Rienner Publishers, 2002.) Second published in 2008.

---

## JOURNAL ARTICLES

"Blow Hard: Evo Morales' Drug Problem." *The American Interest*. Winter 2008.

"Taking Root: The Practicalities of Latin American Democracy," *The National Interest*. 83 Winter 2006.

Adam Chalker and Russell Crandall. "One Man's Terrorist: Defining Terrorism in the Colombian Case," *Bowdoin Journal of International Affairs*. 2004.

"Bush, Clinton, and Plan Colombia," *Survival*. 43:4 Winter 2001-2002.

"Debating Plan Colombia," (rejoinder) *Survival*. 43:5 Summer 2001-2002.

"Explicit Narcotization: U.S. Policy Toward Colombia During the Presidential Administration of Ernesto Samper (1994-1998)," *Latin American Politics and Society*. 43:2 Fall 2001.

with Riordan Roett, "The Advancing Political Economy of European Union-Mercosur Relations: United States Perspectives," *Euro-Latin American Forum*. Lisbon: Institute of International and Strategic Studies. November 1999.

"The End of Civil Conflict in Colombia: The Military, Paramilitaries, and a New Role for the United States," *S AIS Review*, 19:1 Winter/Spring 1999.

with Riordan Roett, "Confining Conditions: New Guidelines for Latin America's Leaders," *Harvard International Review*. 21:3. Summer 1999.

with Riordan Roett, "The Global Economic Crisis, Contagion, and Institutions: New Realities in Asia and Latin America," *International Political Science Review*. 20:3, July 1999.

---

## POLICY ARTICLES AND REFERENCE WORKS

"The 49er." *The New Republic*. December 4, 2007.

"Gruff Bluff." *The New Republic*. April 20, 2007.

"Latin America's shift to the Political Left," *Strategic Comments*. April 2006.

"Latin America and Western Civilization," *In the National Interest*. 3:5 May 2004.

"Gunboat Democracy," *In the National Interest*. 3:5 April 2004.

"Latin America's Populist Temptation," *In the National Interest*. 3:5 February 2004.

Akilah Jenga and Russell Crandall. "Back to the Future: Populism and the Implosion of 'Democracy' in Venezuela," in *Venezuela am Scheideweg – Folgen der ersten Systemkrise des neuen lateinamerikanischen Populismus* (forthcoming).

"Venezuela's Political Tempests: Can Chavez Weather the Storm?" *Strategic Commentary*. London: International Institute for Strategic Studies. 8:4 2002.

"Bombs and Drugs Offer Colombia a Road to Peace," *June's Defense Weekly, Terrorism and Security Monitor*, June 2001.

"Peru: Experiences Its Own 'Haitian Effect,'" *June's Defense Weekly, Terrorism and Security Monitor*, April 2001.

with Riordan Roett, "Brazil," *Oxford Companion to Politics of the World*, Edited by Paul Steiger. Oxford: Oxford University Press, 2001.

"CARB: Drugs into Terrorist Litelight After 11 September," *June's Defense Weekly, Terrorism and Security Monitor*, March 2002.

"Terrorism in Peru," *Encyclopedia of World Terrorism*.

---

## BOOK CHAPTERS

"Latin America: Slower Movement to the Left," *Strategic Studies*, London: International Institute for Strategic Studies, 2008.

"Retregression in the Andes," *Strategic Studies*, London: International Institute for Strategic Studies, 2005.

"New Complications in the Andes," *Strategic Studies*, London: International Institute for Strategic Studies, 2004.

"Disorder in the Northern Andes," *Strategic Studies*, London: International Institute for Strategic Studies, 2003.

"Insecurity in the Andes," *Strategic Studies*, London: International Institute for Strategic Studies, 2002.

"Beyond Plan Colombia: A Theoretical Look at U.S. Policy in Colombia," in Russell Crandall, Guadalupe Paz, and Riordan Roett, co-editors, *The Andes in Focus: Security, Democracy, and Economic Reform*. Boulder: Lynne Rienner, 2006.

"The Impossible Trinity: A Conceptual Analysis of Security and Democracy in the Andes", in Russell Crandall and Riordan Roett, co-editors, *The Andes in Focus*.

"Tracking the Paradox of Success: Macroeconomic Stabilization in Mexico," in Russell Crandall, Guadalupe Paz, and Riordan Roett, eds. *Mexico's Democracy in West: Cultural and Economic Dynamics* (Boulder, CO: Lynne Rienner, 2004).

*Todd Seabold Fellowship.* Given to a Johns Hopkins-SAIS student for academic excellence (January 1997).

*Johns Hopkins-SAIS Doctoral Research Fellowship* (1998, 1999, 2000).

---

## **LANGUAGES**

---



(b)(6)

**ADRIAN CRONAUER**

(b)(6)

(b)(6)

**PROFESSIONAL HISTORY****Legal**

**BURCH & CRONAUER, P.C.** (Formerly Burch & Associates) — Washington DC. Jan. 1996 to present. Senior Attorney & Corporate Vice President of seven-lawyer firm. Practice concentration in communications law including FCC practice, appellate work, copyright and trademark law. Client list includes radio stations, a satellite radio network, and newly emerging technologies including wireless cable systems and spectrum auction entrepreneurs; Former General Counsel to wireless cable trade group. Admitted to practice before District of Columbia Court of Appeals, Supreme Court of Pennsylvania, U.S. District Courts for the D.C. Circuit, and the Eastern District of Pennsylvania. Member of Federal Communications Bar Association, Federal Bar Association, Bar Association of D.C., and Phi Delta Phi legal fraternity. Moderator, 1995 symposium on Media & the Law, Univ. of S. Dakota Law School. Member of Editorial Advisory Board, *Federal Communications Law Journal*.

**MALONEY & BURCH** — Washington DC. Nov. 1992 to Dec 1993. Senior Associate. Practice concentration in communications law including FCC practice, appellate work, copyright and trademark law.

**WEADON & ASSOCIATES** — Washington DC. Sept. 1991 to Oct. 1992. Of Counsel. Practice concentration in communications law.

**LEBOEUF, LAMB, LEIBY & MORAB** — Washington DC. May 1990 to August 1991. Associate Attorney, Communications Law Division with emphasis on issues involving copyright, satellite, cable, and common-carrier law. Additional assignments in energy, insurance, maritime, pensions, and environmental law. \$65,000/year

**EDUCATION:**

**UNIVERSITY OF PENNSYLVANIA LAW SCHOOL** — Philadelphia, Pennsylvania 19104

J.D. — December, 1989. Activities: Law Review, Associate Editor, 1987-88; Special Projects Editor, 1989. Externship: Clerked for FCC Commissioner Patricia Diaz-Dennis. January through June 1989.

**THE NEW SCHOOL FOR SOCIAL RESEARCH** — New York, New York 10011

M.A. — Media Studies — January, 1987

B.A. — Liberal Arts — January, 1985

**PUBLICATIONS**

**THE FEDERAL COMMUNICATIONS LAW JOURNAL AT SIXTY** — May 1988 *Fed. Comm. Law Jnl.*

**SYMPOSIUM ON MEDIA & THE LAW** (Moderator) — *South Dakota Law Rev* Vol 41, 1996.

**THE FAIRNESS DOCTRINE: A SOLUTION IN SEARCH OF A PROBLEM** — October, 1994 *Fed. Comm. Law Jnl.*

**COPYRIGHT & REPRODUCTION RIGHTS** — July/August, 1993 issue of *Art & Design Magazine*.

## ADRIAN CRONAUER

Resume — Page 2

**GOOD MORNING, VIETNAM!** — A major motion picture, starring Robin Williams, based on a script I co-authored about my experiences as an announcer with Armed Forces Radio, Vietnam.

**HOW TO READ COPY** — Textbook on radio and television commercial and voice-over announcing, Bonus Books Inc. (in conjunction with the book division of Broadcasting & Cable magazine) 1990.

### COMMUNITY SERVICE

VIRGINIA PUBLIC BROADCASTING BOARD - Board Member

VIRGINIA WAR MEMORIAL FOUNDATION — Trustee

NEW SCHOOL FOR SOCIAL RESEARCH - Visiting Committee Member

ARLINGTON COUNTY CABLE TV ADVISORY COMMITTEE — Former Member (2 terms)

CITIZEN'S FLAG ALLIANCE - Nat'l Board Member

NATIONAL VIETNAM & GULF WAR VETERANS COALITION — Nat'l Board Member

VIETNAM VETERANS INSTITUTE — Vice Chairman & Legal Counsel

NATIONAL VIETNAM VETERANS COALITION FOUNDATION — Legal Counsel

### AWARDS

FCC SPECIAL SERVICE AWARD — presented by the FCC's Managing Director, 1989.

OHIO STATE AWARD (1993) and two NEW YORK FESTIVAL GOLD MEDALS (1992) for NPR program, *Good Morning, Vietnam - A Veterans Day Tribute*.

VIRGINIA EDUCATION ASSOCIATION — Twice awarded the "School Bell Award" for producing a weekly television program on public education issues.

### NON-LAW

LECTURER/COMMENTATOR — 1988 to present. Speaker before universities, colleges, bar associations, business groups and veterans organizations, Guest Commentaries published in numerous local and national newspapers & magazines; interview guest or commentator on numerous national television and radio programs.

FREELANCE — New York, NY. 1979-86. Announcing radio & TV commercials and industrial films. Faculty, Department of Radio & Television Studies, New School for Social Research. Announcer, WQXR Radio.

ADRIAN CRONAUER ADVERTISING AGENCY — Roanoke VA. 1976-79. Proprietor. Built my own business, eventually selling out to a larger regional agency.

RADIO STATION WPVR — Roanoke VA. 1973-75. Station Manager. Converted station from live to automated format. Account executive for all house accounts plus my own client list.

RAYMAR ASSOCIATES, INC. — Belmont CA. 1973. Senior Management Consultant. Responsible for devising and installing internal management systems at nine radio and TV stations in six states.

TELEVISION STATION WRFT — Roanoke VA. 1967-73. Operations Manager and Program Director. Negotiated with network and syndicators. Developed and extensively expanded local programming. Trained and supervised all staff except sales and engineering.

TELEVISION STATION WIMA — Lima OH. 1966-1967. News Reporter and Anchorman.

## ADRIAN CRONADER

Resume -- Page 4

-BUSH/QUAYLE — 1992 Presidential Campaign. MC for press conferences & rallies; made national television commercial.

Rep. DUNCAN HUNTER — 1992 California reelection campaign. Voiced radio spots.

KYLE McSLARROW & HENRY BUTLER — 1992 Virginia congressional campaigns. Personal endorsement and numerous speeches at rallies and fundraisers. Sign crew & phone bank.

Rep. WAYNE GILCHREST — 1990 Maryland congressional race to unseat Roy Dyson. Made numerous speeches, obtained endorsements from veteran's organization, voiced radio spot announcements.

Rep. FRED UPTON — 1990 Michigan congressional re-election campaign. Voiced radio commercials.

Rep. RANDY "DUKE" CUNNINGHAM — 1990 California congressional campaign to unseat Jim Bates. Voiced radio commercials.

Rep. CLAUDINE SCHNEIDER — 1990 senatorial race to unseat Claiborne Pell. Personal endorsements, speeches and newspaper interviews, obtained endorsements from veteran's organization, appeared at Rhode Island fund-raiser, did radio talk shows and voiced radio commercials.

### *State & Local*

JEANNEMARIE DEVOLITES - 1999 Reelection Campaign. Emceed fundraiser.

JIM GILMORE - 1997 Virginia Gubernatorial Campaign - Founder, Lawyers for Gilmore. MC'd fundraisers.

JOHN HAGAR - 1997 Virginia Lt. Gubernatorial Campaign - Founder, Veterans for Hagar. MC'd fundraisers.

MARK EARLEY - 1997 Virginia Attny. Gen. Campaign - MC's fundraisers.

BEN WINSLOW - 1997 Campaign for Arlington Co. Board. Campaign Chairman.

BEN WINSLOW & HENRIETTA WARFIELD - 1995 Campaign for Arlington County Board. Campaign Chairman. Made campaign television commercials.

SANDY LIDDY BOURN - 1995 Campaign for Virginia state Delegate. MC fundraisers.

JOHN BARR — 1994 Campaign for Arlington County Board. MC for fundraiser.

BILL CLEVELAND — 1998 & 1994 Campaigns for Alexandria city council. Voiced radio & television commercials.

LEW HELM — 1994 Campaign for Silver Spring, MD Council. MC fundraisers; obtain veterans endorsements.

GARY SMITH — 1994 Primary campaign for Florida congressional seat. Fundraisers and media promotion.

JIM GILMORE — 1993 campaign for Virginia Attorney General. Coordinator for Arlington County; Founding member, Lawyers for Gilmore.

BARRY CARON — 1991 Campaign for Virginia State Legislature. Advised on campaign, obtained veterans' endorsement, made numerous speeches at rallies and fundraisers.

JOHN MARSHALL - 1991 Campaign for Virginia State Delegate. MC'd Fundraiser.

JOE EVANS — 1991 Campaign for Arlington County Board. Campaign Chairman. Made numerous speeches at rallies and fundraisers, voiced radio commercials.

SHARON CURCIO



**Professional Skills**

- Highly organized
- Detail oriented
- Self-starter

**Professional Experience**

**Office of the Secretary of Defense, Pentagon**

March 2001 to Present Confidential Assistant to The Special Assistant to the Secretary of Defense

Provide support to The Special Assistant to the Secretary of Defense, including: prepare personal and official correspondence, coordinate travel, manage appointments and schedules, control and track incoming/outgoing Secretary of Defense correspondence.

**Office of the Deputy Secretary of Defense, Pentagon**

January 1997 to February 2001 Private Secretary to the Deputy Secretary of Defense

Provide direct support to the Deputy Secretary of Defense, including: prepare personal and official correspondence, coordinate travel, manage appointments and schedules, procure and assist in the effective operation of the Deputy's office.

**Office of the U.S. Trade Representative, Executive Office of the President, Deton**

May 1996 to December 1996 Confidential Assistant to the Chief of Staff to the U.S. Trade Representative

Supervisory duties: Managed office for Chief of Staff, coordinated schedule, prepared correspondence, and served as liaison with White House, Congress and Department of Commerce.

**Office of the Secretary of Defense, Pentagon**

March 1995 to May 1996 Confidential Assistant to the Special Assistant to the Secretary of Defense

Supervisory duties: Managed office for Special Assistant, including coordinating schedule, preparing correspondence, and serving as liaison with White House, Congress and other Department of Defense officials.

Permanent Select Committee on Intelligence, U.S. House of Representatives

February 1993 to March 1995: Principal Assistant to the Staff Director/Chief Counsel, Office Manager and Assistant Clerk

Supervised staff of six, including hiring, training, scheduling, and assisting in the determination of salary levels; system administrator for Novell Network of 23 computers; developed and implemented office procedures; ensured proper functioning of all office equipment; liaison with House support system personnel and vendors, maintained all official Committee records, and assisted Staff Director in planning and conducting all Committee functions.

January 1991 to February 1993: Office Manager, Assistant Clerk, and Executive Assistant to the Chief Counsel

Supervised staff of six, including hiring, training, scheduling and assisting in the determination of salary levels; coordinated all foreign and domestic travel for Committee Members and staff, including maintaining liaison with Department of State, Department of Defense, and intelligence agency officials, as well as representatives of foreign countries for travel-related purposes; provided support to the Chief Counsel, including maintenance of legislative records and legal publications, and maintained all official Committee records.

August 1977 to December 1990: Assistant Clerk and Executive Secretary to Chief Counsel

Assisted in the establishment of the Committee, including the formulation of a records keeping system; arranged all foreign and domestic travel for Committee Members and staff; provided administrative support to the Chief Counsel.

July 1975 to August 1977: Office of the Assistant General Counsel (Fiscal Matters), Office of the Secretary of Defense and Office of the Secretary of Defense (Comptroller)

Established and maintained office files and appointment records; scheduled travel; and composed responses to inquiries.

June 1974 to July 1975: Federal Aviation Administration, Atlantic City, New Jersey

Maintained flight records and associated flight data and scheduled flight inspection crews.

June 1969 to June 1974: First Army Headquarters, Fort Meade, Maryland

Routine secretarial and administrative duties, including maintaining personnel records.

**Computer Knowledge and Training**

Novell System Manager Training  
Windows 95  
Word Perfect 2000  
Calendar Creator Plus  
Microsoft Word 2000  
Microsoft Outlook  
On Time

References provided upon request.

---

## EXPERIENCE

---

- Obama for America** **8/2007 – 11/2008**  
*Deputy Field Director* *Des Moines, Iowa*
- Develop goals for field staff, execute field programs, ensure that goals are met **6/2008 – 11/2008**
  - Manage field staff of 84 and oversee location and opening of 50 offices
  - Oversaw a field plan that turned Iowa from a Democratic loss in 2004 to a 10-point victory
- Deputy Youth Vote Director* *Raleigh, NC*
- Developed and implemented a statewide youth vote program at targeted colleges and universities that drove unprecedented youth turnout. **4/2008-5/2008**
  - While only 7% of all registered young adults voted in the 2004 primary, 21% of all registered young adults voted in the 2008 primary – 124,300 of whom were newly registered voters.
- Field Organizer and Office Manager* *MS, OH, MN*
- Called and canvassed communities to develop a network of supporters and volunteers **1/2008 -4/2008**
  - Organized volunteers into teams with clearly defined goals
  - Negotiated leases on new office space
  - Created and implemented best office practices, including inventory and data management
- Deputy Field Organizer* *Davenport, IA*
- Engaged in voter contact to obtain data and recruit and manage volunteers **8/2007 – 1/2008**
- Illinois Natural History Survey** *Champaign, IL*  
*Research Assistant* **5/2007 – 8/2007**
- Prepared and analyzed field experiments with a team of research assistants

---

## EDUCATION

---

- University of Illinois** *Urbana-Champaign, IL*  
*Bachelor of Arts in Political Science* *Graduation: 8/2007*  
*Bachelor of Arts in Russian, Eastern European, and Eurasian Studies* *GPA: 3.94*
- Graduation with Highest Distinction for completion of a Senior Honors Thesis
- Completion of three-week study in Mumbai, India, January 2006*
- YAROSLAVL STATE UNIVERSITY** *Yaroslavl, Russia*  
*Study of Russian language, literature, and culture* **8/2005 – 5/2006**
- Conducted all classes and coursework in Russian, including:
    - Contemporary Russian Politics; Completion of a twenty-page thesis on the Russian Constitution
    - Completion of a research project analyzing Soviet economics from 1917-1928

---

## LANGUAGE & COMPUTER SKILLS

---

- RUSSIAN** Advanced rating from American Council on the Teaching of Foreign Languages  
**FRENCH** Able to read and write fluently; conversant in colloquial French
- MICROSOFT OFFICE SUITE** Including Word, Access, Excel, PowerPoint, and Outlook  
**RUSSIAN INTERFACE/KEYBOARD** Able to use Cyrillic keyboard and Microsoft OS in Russian with ease

---

## AWARDS & HONORS

---

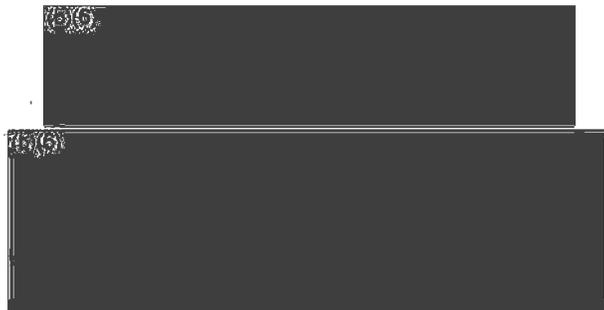
- NSEP FELLOW** Government fellowship for study abroad in a non-traditional country (Russia)  
**BRONZE TABLET** University of Illinois Honors awarded to students graduating at the top 3% of their class.  
**PHI BETA KAPPA** Liberal Arts Honors Society  
**JAMES SCHOLAR HONORS** University of Illinois Honors Program that requires a 3.5 GPA and two honors courses each academic year

# RESUME

**MELINDA MCMILLON DARBY**

**Executive Director  
Wounded, Ill, and Injured Senior Oversight Committee**

Department of Defense  
and  
Department of Veterans Affairs



Melinda McMillon Darby

Executive Director, Wounded, Ill, and Injured Senior Oversight Committee  
Office of the Secretaries of Defense and Veterans Affairs

From Jul 07 to Present ES-301-05/00, \$154,600, (Plus \$38,650 Retention Incentive)

Currently serve as the Executive Director of the Wounded, Ill, and Injured Senior Oversight Committee (SOC) Staff Office, a committee co-chaired by the Deputy Secretaries of Defense and Veterans Affairs, and composed of the Secretaries and Chiefs of Staffs of the Military Departments, the Chairman of the Joint Chiefs of Staff, and senior military and civilian officials from both Departments. The SOC was chartered by the Secretaries of Defense and Veterans Affairs to streamline and improve the support to the Nation's Wounded Warriors during their recovery, rehabilitation, and return to duty or reintegration back to "Hometown America." The Secretary of Defense made this his and the Department of Defense's highest priority (after winning the Global War on Terrorism) in his announcement of the establishment of the SOC. The SOC's mission is to provide "world-class" care to our wounded warriors commensurate with their sacrifices and service to the Nation. Specifically:

Report directly to the two Deputy Secretaries

Integrate eight major functional areas; Disability Evaluation System, Traumatic Brain Injury and Post Traumatic Stress Disorder, Case Management, DoD/VA Data Sharing, Facilities, Clean Sheet Review, Legislation and Public Affairs, and Personnel, Pay, and Financial Support

Respond to, and implement, over 500 recommendations from six Commissions (including the President's) and the National Defense Authorization Act FY 2008 on improvement of care of Wounded Warriors

Prepare and defend Department's position to White House Staff, Members of Congress and their staffs

Design comprehensive legislative and policy packages for the President of the United States' Budget

Frame Departmental position and testimony for Congressional Hearings

Back up Deputy Secretaries at Congressional Hearings

Design briefings for the President

Direct the operation of highly-competent, multi-agency, high-level SOC staff

Melinda McMillon Darby

Assistant G-1 (Civilian Personnel) and Director Civilian Human Resources Headquarters,  
Department of the Army

From Jan 2000 to Dec 2001

As the Assistant G-1 for Civilian Personnel, and Director of Civilian Personnel for the Department, responsible for developing Civilian Human Resources policy and programs for 291,000 Civilians throughout the Army, the largest employer of Civilians in the Federal Government. As the Army's top Civilian in the Civilian Human Resources Field, advises the Secretary of the Army, Chief of Staff Army, and multiple senior leaders on all aspects of Civilian Human Resources including the unique problems and challenges of such a large employer. As a service provider for other DoD agencies, engaged in a myriad of diverse personnel systems, to include the newest addition, the National Security Personnel System.

Led a team of approximately 4,000 civilian Human Resource Professionals in providing the full range of personnel servicing to 291,000 Army Civilian employees around the globe

Managed an annual budget of approximately one-half billion dollars, including work performed for other Defense agencies on a reimbursable basis

Delivered worldwide training and education to the entire Army centrally, and on site and on time

Determined resource and training needs for approximately 6,000 careerists in role as Functional Chief for all Civilian Human Resource Professionals in the Department

Established collaborative relationships with other Military Services and the Department of Defense

Led an exhaustive transformation project, using extensive Lean Six Sigma methodology. This project transformed the footprint of the entire organization from one that was back-room centric to one that is customer focused and provides on-site services. Employing a virtual concept and enabling technology, we were able to avoid expensive moves of our current employees and savings of \$48M per year (approximately 10% of our current budget). The end result is a much more efficient operation and much better satisfied customers.

Sought after speaker for the Army War College, Industrial College of the Armed Forces, Texas A&M University, University of North Carolina, Chapel Hill, and other institutions of higher learning

Melinda McMillon Darby

Deputy Chief of Staff, G-1  
Headquarters, Army Materiel Command, Ft. Belvoir, VA

Feb 98 – Jan 03

**Supervisors:**

As the Deputy Chief of Staff for Personnel, G-1, for the four-star Army Materiel Command (AMC), responsible for multiple Civilian and Military Human Resource (HR) Programs for a combined workforce of over 50,000 in 250 worldwide locations. Lead and managed a staff of over 150 personnel performing the functions of:

Civilian and Military Human Resources (Recruitment, Retention, Management Employee and Labor Relations, Training, Classification, and Compensation)

Surgeon General (providing medical services to the military community and civilian workforce)

Environmental Engineering, including cleaning up Chemical Sites

Morale, Welfare, and Recreation programs, which included bowling alleys; Officer's, Enlisted, and community clubs; golf courses; and restaurants. As Non-Appropriated Funds (NAF) activities, these operations were all self-funding and profitable

Safety, Chaplaincy, Force Protection (military police), and the supporting functions of Automation and Resource Management. Managed a budget of over \$50M (not including the NAF operations above), some of which was reimbursable

Headquarters Commandant, which provided logistics and maintenance support to the command

Directed the Army's Logistics Leadership Center, a graduate level Army School that trains and educates Department of the Army (DA) Interns and AMC Fellows, and in partnership with Texas A&M University, awards a Masters of Business Administration to all AMC Fellows

Personally designed the Department of Defense-wide Logistics Technical University (LOGTECH), partnering with the University of North Carolina's Keenan Flagler Business School. This program was so successful in training Defense and Industry Logistics Executives that it was awarded the prestigious Eccles Award for Excellence in Education by the International Society of Engineers (SOLE).

Revitalized the AMC workforce and reduced the average age by capturing the brightest and best talent for the AMC.

As the G-1, served as the top advisor to the Commanding General and Senior Leadership on a wide range of Human Resource issues.

Recognized expert in the field of HR, relied on for sound advice in extremely complex, delicate and politically sensitive issues.

Melinda McMillon Darby

Director, Staffing, Career Development, Training, and Senior Executive Service,  
Office of the Secretary of Defense, Pentagon

Jun 95-Feb 00 (01-01-0101)  
Supervisor: |

Responsible for Department of Defense (DoD) policy in the areas of:

Recruitment, Delegated Examining Authority, Placement, Promotion, Reduction-in-Force, Priority Placement, Downsizing, Demonstration Projects, Privatization, Training, Career Development, Career Management, Civilian Professional Education, and all functions related to the Senior Executive Service, including Training, Manpower, Classification, Pay, Benefits, Adverse Actions, and Appeals

Designed, developed and published the Department's first DoD-wide leadership training program, the Defense Leadership Management Program (DLAMP), which was fielded in FY97, and is now in its eleventh year of providing professionals in the various Services the opportunity of leadership training in a "Joint" environment. This program is composed of the four components of Professional Military Education, Developmental assignments, graduate level (Masters equivalent program), and the Services' component-unique programs.

Implemented the delivery of the Defense Department's Executive Leadership Development Program (ELDP) and Policy authority for all civilian training, career development, staffing and the Senior Executive Service in the Department.

Formulated policy and developed legislative proposals in all areas of responsibility, articulating same through Civilian Personnel Regulations, Manuals, Directives, Instructions and Memoranda. Totally revamped the Priority Placement Manual for efficiency, clarity and simplicity, and to provide more flexibility to Commanders in the field.

Designed experimental programs (Demonstration Projects) and Performance-Based Organizations (PBOs), creating such programs as flexible workforce, modified reduction-in force and downsizing rules that are present in today's National Security Personnel System (NSPS).

**Melinda McMillon Darby**

Apr 79 to Jan 95

Served in various positions of progressively responsible experience in multiple fields including Operating Personnel Officer, GS-201-14; Chief of Career Management and Development Office for the Army Materiel Command, GS-201-15; Deputy Director, Civilian Personnel, Department of the Army, GS-201-15; Chief of Field Advisory Services, Civilian Personnel Management Service, Office of the Secretary of Defense, GS-201-15; and finally in 1993 and 1994 as a student, U.S. Army War College, and Salve Regina University obtaining my Masters Degree in Management.

**EDUCATION**

United States Army War College, Carlisle, Pennsylvania, (Masters equivalent), 1993

Salve Regina University, Newport, Rhode Island, Masters of Management, 1994

**UNDERGRADUATE**

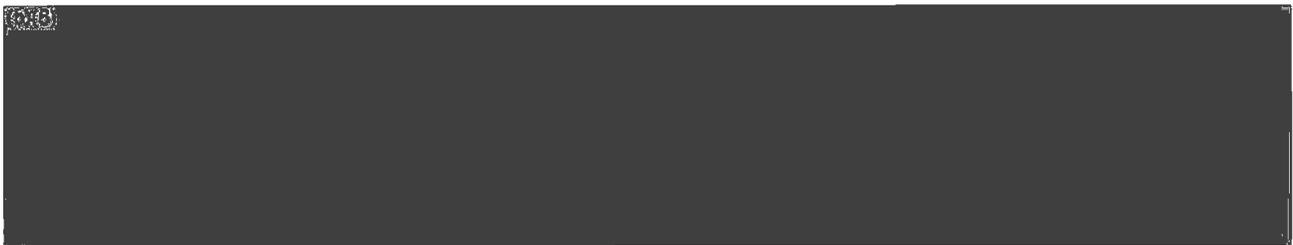
Oklahoma Baptist University, Shawnee, Oklahoma

Central State University, Edmond, Oklahoma, and Oklahoma City University, Oklahoma City, Okla

**HONORS AND AWARDS**

Presidential Rank Award of Meritorious Executive, Meritorious Civilian Service Awards, Performance Bonus every year, International Personnel Management Association's Linda Trunzo Humanitarian Award, the Superior Civilian Service Award, the Commander's Award for Civilian Service, EEO Award, Labor Relations Award (presented by the AFGE national president), and Federal Women's Program Award

**REFERENCES**



All supervisors and references may be contacted.

# James Davis

(b)(5)

## Overview

An accomplished researcher and writer that covers the breadth and depth of subject matter, and a persuasive communicator, recognized among colleagues for a keen ability to energize and inspire individuals to work toward achieving a common goal. A strong consensus-builder who embraces change as good and continuous; one who exercises sound judgment and takes risks prudently to improve the bottom line.

## Work Experience

Nov 2006-Current Department of Defense Washington, DC

### **Public Affairs Specialist – Office of the Assistant Secretary of Defense for Public Affairs**

Serves as DoD liaison to surrogate groups including retired military analysts, civilian defense experts, former cabinet members, opinion leaders, and numerous special interest groups; Schedules and participates in conference calls with senior DoD civilian and military officials at the Pentagon and forward locations; Develops, advises, and executes all outreach plans for the civilian defense experts

June 2006-Nov 2006 Day & Zimmermann Arlington, VA

### **Political Assistant to the VP of Government Affairs – VP of Government Affairs- James Hickey**

Managed the company's PAC activity including financial records and events; Served as a liaison to congressional offices; Tasked with congressional relations; Researched funding options for programs and opportunities in DoD and DHS; Monitored the federal budget (Appropriations and Authorizations) and provided industry analysis; Attended Congressional hearings and provided summaries and reports for company executives

May 2004-Oct 2005 Department of Defense Washington, DC

### **Congressional Liaison/Director of Research – Assistant Secretary of Defense for Legislative Affairs – Dan Stanley**

Prepared congressional briefing books for the Secretary and Deputy Secretary of Defense; Tracked authorizations, appropriations and appeals for the Defense Budget; Drafted background papers to be included in Briefing Books for Secretary of Defense and OSD principals; Tracked the daily activities of Congress and regularly attended committee hearings to inform OSD/LA leadership of any significant legislative developments; Researched and drafted responses to snowflakes for the Secretary of Defense; Directed the Senate Base Realignment and Closure (BRAC) rollout plan; Assisted in preparing testimony and key witnesses for the Department of Defense; Coordinated Congressional requests with Correspondence Control Distribution System (CCD); Answered Congressional and Constituent inquiries on behalf of the Secretary of Defense; Escorted Members of Congress to briefings with the Secretary of Defense and other OSD Principals

Aug 2004-Sept 2004 Senate Subcommittee for Children and Families Washington, DC

### **Temporary Clerk (Volunteer) – Chairman-Senator Lamar Alexander**

Prepared talking points for the Senator on education and health issues; Drafted letters for the Senator in response to his constituents; Ordered reports from Congressional Research Services to draft point papers; Assisted in preparing the Senator for committee hearings by crafting questions for the witnesses

Jan 2004-May 2004 Paul Coverdell Institute of Georgia College & State University Milledgeville, GA

### **Graduate Assistant/Advisor to the Director – Director of the Paul Coverdell Institute-Dr. Nancy O'Quinn**

Involved in organizational development/planning, strategic management, policy making, program implementation and evaluation; Drafted and proposed an incentives based initiative for faculty and students; Spearheaded a fundraising campaign and assisted the director in researching and writing grant proposals to ensure continued funding

May 2003-Aug 2003

Department of Defense

Washington, DC

**Intern – Assistant Secretary of Defense for Legislative Affairs – Powell Moore**

Assisted the Special Assistant for Personnel and Readiness; Attended meetings and hearings with the Assistant Secretary of Defense for Legislative Affairs; Responded to Congressional and Constituent inquiries on behalf of the Secretary of Defense; Developed a tracker for all informal Congressional and Constituent inquiries

**Education**

Georgia College & State University

Milledgeville, GA

**Bachelors of Science Degree: History GPA: 3.25**

**Masters in Public Administration GPA: 3.66 \*3 hrs before receiving MPA**

*(Concentration in National Defense Strategy and Foreign Affairs)*

**Computer Proficiency**

Skilled in Windows 2000 and XP, Microsoft Office 2000 and XP - MS Word, MS Excel, MS PowerPoint, MS Works, MS Outlook, VOCUS Government Relations and statistical software

**Awards & Activities**

Awarded the Secretary of Defense and Deputy Secretary of Defense flags from OSD-LA, Paul Coverdell Scholarship, HOPE Scholarship, Phi Alpha Theta National Honor Society, National Dean's List, Collegiate Letters in Cross-Country and Wrestling, Informal internship with the Milledgeville District Attorney's office, America Reads Volunteer, Boys and Girls Club Mentor

**References**



## LINDA C. DAVIS

(b)(6)

**OBJECTIVE:** Executive Secretary or Staff Assistant

**SUMMARY:** Twenty one years of increased responsibility, to include positions with the Office of the Secretary of Defense, Department of the Army, Defense Logistics Agency and Department of Agriculture

**1/94 to Present** **Private Secretary to Acting Under Secretary of Defense for Personnel and Readiness/Acting Assistant Secretary of Defense for Reserve Affairs**

- Maintains appointment calendar (social and business)
- Receives and replies to social and business invitations
- Arranges interviews, conferences and meetings
- Receives visitors and calls from high level officials
- Processes travel orders/vouchers and claims for reimbursement of local travel
- Supports office administrative requirements to include proper correspondence procedures, suspense files, office equipment and time and attendance records
- Establishes and maintains personal files and records for the Principal Deputy

**12/87-1/94** **Secretary (Steno) to the Office of the U.S. Representative (NATO Military Committee)**

- Served as secretary/administrative assistant in the Pentagon Liaison Office of the U.S. Representative (ADM)/Deputy Representative (BG) to the NATO Military Committee and their military executive (COL)
- Arranged schedules for the U.S. Representative and his Deputy Representative during their frequent visits to Washington to include setting up mutual dates, times and locations for their meetings
- Organized travel and billeting arrangements, transportation and other protocol matters
- Controlled classified data ensuring compliance with security regulations in all matters of correspondence preparation, processing and filing
- Received dictation and transcribed it into letters, memoranda and messages

9/85-12/87

**Secretary to the Army Reserve Forces Policy Committee**

- Served as personal assistant and secretary to the Chairman (MG) and Deputy Chairman (MG) of the Army Reserve Forces Policy Committee, Office of the Secretary of the Army, and their military executives ( COLs)
- Arranged quarterly conferences and meetings for the Chairman
- Compiled official guest lists, prepared formal invitations to receptions and luncheons and developed seating plans in support of the conference
- Arranged for billeting and travel to include scheduling of flights and ground transportation for general officer members of the committee living outside of the Washington area
- Received visitors and telephone calls for general officer members and military executives

11/83-9/85

**Secretary to the Director, European-NATO Policy (OSD)**

- Maintained Director's calendar and prepared agendas for meetings
- Coordinated and arranged international travel and meetings for staff and NATO visitors to include preparing itineraries with host nations through embassy and military channels
- Established and controlled suspense records on incoming documents and followed up to ensure deadlines were met
- Prepared, submitted and maintained time and attendance records

4/82-11/83

**Secretary to Director of Administration, Defense Fuel Supply Ctr.**

- Notified and scheduled DFSC personnel for blood bank donations, flu shots, and other health/medical programs.
- Maintained time and attendance and served as key person on actions related to policy
- Typed correspondence, reports and records in final form
- Assisted with review, receipt and distribution of classified mail

10/81-4/82

**Secretary to Branch Chief, Reports and Services, Dept. of Agriculture**

- Scheduled appointments for Branch Chief
- Established suspenses on all required actions
- Transcribed dictation taken during staff meetings
- Maintained calendar of TDY/leave for office personnel
- Received and distributed incoming correspondence

9/79-10/81

**Secretary to Branch Chief, Federal Operations Div., Dept. of Agriculture**

- Assisted in ordering and distribution of food stamps for offices around the country
- Arranged travel and billeting for office staff and visitors
- Typed correspondence, rough drafts and revised finals
- Prepared and submitted time and attendance records

**EDUCATION:**

1963--Graduated from Stoco High School, Coal City, WV

**AWARDS:**

Exceptional Public Service Award, January 2001; Cash awards/certificates for outstanding performance.



**REFERENCES:**

Furnished upon request

# LOREN L. DEALY

## PROFESSIONAL EXPERIENCE

### **House Armed Services Committee**

April 2004 - present

#### *Professional Staff - Communications Director*

Established new press communications protocols for Committee Officials. Developed forward-looking strategy to advance the Chairman's strategic objectives. Created and maintain new Committee website. Currently build coalitions with multiple Member offices and congressional leadership, create informational materials for congressional, media and public audiences, translate complex legislation into "plain English" formats. Coordinate all media and public aspects of Committee hearings, including highly publicized events with the Secretary of Defense and senior military officials. Coordinate press conferences, field press inquiries, and pitch Members of Congress in all forms of media. Train and manage staff in committee press operations. Head Top Secret Security Clearance.

#### *Professional Staff - Homeland Defense*

July 2005 - December 2006

Conducted staff level oversight of all homeland defense activities of the Department of Defense (DOD), including: SCRTD (M), SORAD, border security, civil security and the domestic disaster response during and after Hurricane Katrina. Coordinated Member review of DOD disaster response planning, both domestically and internationally. Drafted legislation and shepherded it through the legislative process.

### **Congressional Office of Representative Solomon Ortiz (D-TX)**

November 2002 - March 2004

#### *Legislative Assistant/legislative correspondent*

Tracked legislation on healthcare, housing and welfare through committee and floor proceedings, including the Welfare Reform Act of 2003 and Health Care reauthorization. Created system to organize and respond to all constituent inquiries and comments.

### **Neumann-Roussel Public Relations Firm**

Summer 2002

#### *Houston, TX*

Marketed a new book by one of the firm's partners for book signing events and speaking engagements with literary and political groups around the country.

## POLITICAL EXPERIENCE

### **Veterans for Obama, Democratic National Convention**

August 2008

#### *Denver, CO*

Worked with campaign's primary support group to provide visibility of New Generation Veterans, Senior Retired Military Officers and Blue Star Families to various media outlets. Conducted interviews on radio, wrote guest media columns for week's events, successfully pitched stories to defense trade publications and national print media, and assisted with group activities throughout the week.

### **Congressional Campaign for Joe Sestak**

November 2006

#### *Philadelphia, PA*

Helped organize press events in lead run up to election day. Assisted in coordinating main election night event with significant national media attention.

## FELLOWSHIPS

### **Truman National Security Project**

June 2008 - present

#### *Truman Security Fellow*

Accepted into a year-long fellowship program bringing together a nationwide network of progressives who share a common philosophy with President Truman regarding the need to use all elements of national power in order to truly secure our nation.

## EDUCATION

### *Georgetown University - September 2007*

Masters in Public Policy (MPP)

Concentration: Policy Communications

### *Princeton University - June 2000*

B.A., Sociology

Minor: Latin American Studies

# Bryan C. Del Monte

## National Security Policy Expert

*Strategic Planning/Congressional Relations/Foreign Policy Analyst/Former Senior Management Executive*

Trained academic, policy advisor, strategist, and congressional relations manager. Results oriented business professional with proven abilities in developing solutions to complex and difficult problems, managing multiple mission critical tasks, while building effective teams and coalitions both in business and government settings.

- Strategic Planning
- Congressional Relations Management
- Diplomatic & Political experience
- Senior P&L Business Experience
- National Policy making experience
- Team mentoring, building, and leadership
- Exceptional Writer and Public speaker
- Proven track record of achievement

---

## Summary of Qualifications

- Significant Congressional experience in confrontational environments – in both delivering briefings, working with Committee staff, and in preparing principals for hearings and testimony.
- Broad experience in defense and international issues from training and government experience.
- Demonstrated ability to provide high-energy leadership in managing teams and building coalitions
- Experienced handling difficult diplomatic issues and savvy in working with senior executives
- Recognized by both the Departments of Defense and State for superior results
- Accomplished speaker, having addressed US war colleges, media, and foreign policy “think-tanks”.
- Current TS/SCI security clearance

---

## Career Experience

United States Department of Defense

The Pentagon, Washington, D.C.

*Deputy Director, Strategic Planning & Congressional Relations, Office of Detainee Affairs*

May 2004-Present

Senior policy advisor to the Deputy Assistant Secretary of Defense for Detainee Affairs. Primary responsibility for strategic planning, policy development, Congressional relations (including regular interaction with members of Congress, Committees, and staff), media and think-tank engagements, and liaison with senior DoD and US government officials on critical matters pertaining to the development and implementation of detainee policy. Experienced in development of national-level policy, including management of the interplay between various executive branch agencies and Congress. Represent the United States Government and DoD before foreign governments, intergovernmental organization, and international bodies.



George Washington University  
Washington, D.C.  
*University Fellow*

2001-2004

Graduate Teaching Fellow at a major private university with approximately 20,000 students. University fellowships awarded on merit basis and are highly competitive. Taught and researched international politics.

Lanier, Inc. (d/b/a Quorum-Lanier)  
Minneapolis, MN  
*Director, Imaging*

1999-2000

P&L responsibility for a multimillion division of a major imaging and document management company; managed 12 remote locations world-wide. Managed 12 locations on two continents with a total staff of about 300 people and seven direct reports.

Forensic Video, Inc.  
Minneapolis, MN  
*Director, Operations (1996-1999)*  
*Consultant (2000-2001)*

1996-1999

P&L responsibility for a small (\$2M) boutique-style litigation consulting firm, providing document management, communications, jury selection, and expert-witness testimony.

---

### Speeches & Media

- *Speeches and Panels:* National Defense University, US Army JAG School, US Air War College, US Army War College, US Naval War College, US Joint Forces Staff College, Council on Foreign Relations, The Heritage Foundation, CSIS, International Institute for Strategic Studies, Chatham House.
- *Quoted as DoD Official/interviews:* NY Times, Washington Post, Sacramento Bee, San Francisco Chronicle, Boston Herald, London Times, BBC, Sun, Asharq Alawsat

---

### Selected Awards and Honors

- Meritorious Service Award, Department of State, December 2006.
- Recognition by the Secretary of State: March 2005; April 2006
- Recognition by the Secretary of Defense: July 2005, November 2005

---

### Education

PhD, Political Science (International Relations),  
The George Washington University, Washington, DC (Expected 2008)

B.A., Economics, University of Minnesota, Minneapolis, MN

## **Katharine L. Demusay**

### **PROFESSIONAL EXPERIENCE**

#### **Department of Defense**

Washington, DC

#### **Confidential Assistant to the Deputy Under Secretary of the Army**

1/07-present

- Establish relationships with officials within the Army Secretariat, Army Staff, and other Service Secretariat offices to coordinate and facilitate communication
- Serve as the liaison between the OUSA and other organizations to relay, facilitate and respond to DoD, Joint, and Service related matters
- Accompany the Deputy Under Secretary on official travel to military installations, and Army Science Board events
- Support the Office of the Deputy Under Secretary in the Army-Business Transformation in Lean Six Sigma (Green Belt) certification project

#### **United Technologies Corporation**

Washington, DC

#### **Research Assistant**

11/04-12/07

- Provided research assistance in preparation for domestic and international government meetings and contracts for the Office of Senior Vice President, Government & International Affairs
- Assisted Director of Public Relations in drafting and editing press releases
- Compiled daily press clips for defense, aviation, energy, and international trade issues for Washington office and international operations

#### **Maryland Victory 2006**

Rockville, MD

#### **County Headquarters Volunteer**

11/06-11/06

- Assisted Regional Political Director in canvassing constituent outreach on behalf of the Bob Ehrlich for Governor and Michael Steele for United States Senate campaigns
- Evaluated voter information and previous election results in Montgomery County, MD
- Collaborated with volunteers and campaign officials to organize event

#### **Office of Senator Lindsey Graham**

Washington, DC

#### **Legislative Correspondent**

07/06-11/07

- Composed letters to constituents on homeland security, legal, telecommunications, judiciary, immigration and other issues
- Met with constituents, advocacy groups, lobbyists and businesses
- Witnessed Judiciary Committee hearings with Senator and Chief Counsel
- An clerk for the Judiciary Committee Subcommittee on Crime and Drugs, responsible for witness invitations, witness transcript dissemination, hearing set-up and press packets
- Legal Research for Legislative Assistants, Legislative Director and Chief Counsel

#### **Dutko Worldwide**

Washington, DC

#### **Executive Assistant**

01/04-04/07

- Drafted proposals for new client development
- Performed various client management tasks including, attending meetings and meetings, monitoring and responding to issues of importance to clients, planning and executing a wide range of events on behalf of clients
- Responsible for writing and disseminating weekly email newsletter tailored to international & commercial sectors client

### **EDUCATION**

Ohio University, Athens, Ohio

01/00 - 11/03

Bachelor of Arts in Political Science, Minor in Business

### **ACTIVITIES AND AFFILIATIONS**

Department of the Army East 90-Sigma Club (BJF Certified)

1/07

#### **Other**

Tourism Corporation Sponsor Volunteer, 11 Capital Boulevard Drive

4/07

Busby Cheney 2004 Campaign Volunteer

9/04

Ohio University Division I Women's Basketball

1999-2000

Omega Psi Chi Society, Phi Kappa Phi Committee

1/00-2001

## OVERVIEW

Over the past six years, Nira Desai has excelled as a marketing and communications expert, specializing in building relationships and delivering results. She is experienced in both the corporate world and political campaigns. She combines the ability to manage large teams and synthesize complex issues to execute plans towards specific goals and objectives.

## EXPERIENCE

- Presidential Inaugural Committee, Talent Liaison, Washington, DC** Dec 2008 – Jan 2009
- Oversaw and managed 20 entertainers and celebrities for the Kids' Inaugural: We Are the Future concert for military families
  - Liaised with US Secret Service, finance, advance, press and event teams to coordinate band performances for the Kids' Inaugural and Midwestern Ball
  - Managed entertainment for Inaugural Finance Committee (IFC) Welcome Reception for 1,700 high-level donors
- Barack Obama's PA Campaign for Change, Deputy Scheduling Director, Philadelphia, PA** Aug 2008 – Nov 2008
- Co-managed over 300 surrogate trips, including President Barack Obama and First Lady Michelle Obama, Vice President Joe Biden and Dr. Jill Biden, Secretary Hillary Clinton, Senator Russ Feingold and Senior Advisors Valerie Jarrett and Michael Strautmanis
  - Managed teams of 30 political, field, constituency and communications staff to strategically place surrogates to further overall campaign goals and messaging
  - Coordinated and managed an 8-day bus tour across Pennsylvania for Governor Ed Rendell, resulting in 1,200 GOTV shift sign-ups
  - Produced a voter education block party with guest speakers Jay-Z, Diddy and Mary J Blige for 5,000 attendees in a low turnout neighborhood
  - Developed briefing documents for all surrogates that included analysis of the state of the race, field perspectives and organizational talking points
- Jack Morton Worldwide, Strategic Planner, New York, NY** Feb 2008 – Jul 2008
- Founding member of the New York office Strategic Planning Practice; trained 120 staff on new processes
  - Managed and implemented overall strategic direction of projects, including research analyses, creative debriefs, and measurement plans
  - Co-developed creative platform and metrics for \$20 million Medco Customer Experience Center
- Jack Morton Worldwide, Account Manager (Account Executive, Account Coordinator)** Oct 2004 – Jan 2008
- Maintained and organically grew \$3.2 million annual sales (\$1 million revenue) for clients including IBM, MasterCard, Nokia, Pizza Hut, PricewaterhouseCoopers and UBS
    - MasterCard Worldwide – Trade Show Audit: Performed audit on 115 MasterCard trade shows; developed strategic plan and guidelines to ensure effectiveness of brand message and ROI for each trade show investment
    - Nokia – N95 Product Launch in Mexico City and Chicago: Created press-focused events for tech early adapters to promote launches of Nokia Nseries devices in key target markets; resulted in a 24% drive to retail in Chicago market
    - IBM – India Town Hall Meeting in Bangalore, India: On-site support for meeting of 19,000 IBM employees across India; on-site producer for event flow and logistics of catering hall for 10,000 attendees on day of event
  - Managed and organized teams of up to 15 people, including creative, production and technical staff in pre-production and on-site
  - Wrote and edited 200 proposals and project plans, including brand strategies, creative concepts, staffing/execution plans and budgets
- UBS Investment Bank, Derivatives Regulatory Analyst, London, United Kingdom** Sep 2003 – Aug 2004
- Established working relationships with 50 international clients, agent banks and hedge funds to resolve trade settlement breaks
  - Managed and trained six new joiners on claims and trade settlement investigations, as well as IT systems
  - Implemented process improvements to prevent settlement failures, leading to a 27% reduction in erroneous breaks
- ## EDUCATION
- Modules of Certificate in International Business, University of Cambridge, Cambridge, United Kingdom** Aug 2004
- Managing Teams and Managing Information Modules, Merit
- B.S. in Marketing and B. A. in Government and Politics, University of Maryland, College Park, MD** May 2003
- Dean's List; Gates Millennium Scholar; Omicron Delta Kappa – Top Ten Freshman Award and Spring 2003 Initiate
  - American University of Rome, Study Abroad (Fall 2002)
- ## ASSOCIATIONS
- Civic Theatre of Allentown, Marketing Consultant Nov 2008 – present
  - Interpublic Group of Companies (IPG) – Women's Leadership Network, Events Committee Mar 2007 – Jul 2008
  - American Association of Advertising Agencies (AAAA) – Multicultural Advertising Internship Program Alumni Association, Director of Events Aug 2005 – Jul 2007

## Education

*University of Virginia, Curry School of Education* Charlottesville, VA  
Bachelors of Science in Health and Physical Education  
Major: Sports Medicine (May 2006) Minor: Biology  
Major GPA: 3.7  
Dean's List, Curry School of Education: Fall 2005, Spring 2006

*Varsity Athlete, University of Virginia, Fall 2002- Spring 2005*  
Women's Varsity Rowing Team  
3-time Member of the ACC championship team

## Work Experience

**U.S. Department of Energy** June 2006 – present  
Office of Scheduling and Advance  
Trip Coordinator -- Schedule C  
Coordinated and Advanced local, domestic, and international events  
for the Secretary and Deputy Secretary of Energy (including events with the White House)  
Also volunteered on in-town events for White House Press Advance

**White House Office of Political Affairs** December 2005 – January 2006  
Volunteer Intern

**University of Virginia Athletic Training Room** January 2006 – May 2006  
Assistant Athletic Trainer (student)

**University of Virginia Department of Kinesiology** August 2005 – December 2005  
Teaching Assistant, Human Anatomy and Physiology  
Lab Assistant and Grader

**Ragged Mountain Running Shop:** January 2004 – May 2006  
Charlottesville, Virginia Part-time  
Sales Associate, Shoe and Gait Analyst

**Ida Lee Recreation Center:** Fall 2000 - Summer 2005  
Leesburg, Virginia Part-time/Full-time  
Lifeguard, Water Safety Instructor/Youth Swim Instructor

**Loudoun County Parks and Recreation:** June 2001- August 2005  
Franklin Park Pool – Purcellville, Virginia Part-time/Full-time  
Lifeguard, Swim Instructor, Facility Supervisor

## Certifications and Qualifications

- Certified Emergency Medical Technician; Commonwealth of Virginia, Dept. of Health.
- Water Safety Instructor Certification; American Red Cross.
- Lifeguard Training and First Aid Certification; American Red Cross.
- CPR for the Professional Rescuer, Oxygen Administration, and Automatic Emergency Defibrillation Certification; American Red Cross.

## Political Activity

Strong Republican and Political Campaign Volunteer 1992 to present.

Member: *University of Virginia College Republicans*

Volunteer in various local, state, and national campaigns; stuffing envelopes, literature and sign distribution, poll worker for campaigns including;

1993: Allen for Governor, Farris for Lt. Governor, Gilmore for Attorney General

1994: Wolf for Congress, May for Delegate, participant Contract with America Rally

1995: Domenech for Republican County Chairman

1996: Doie/Kemp Campaign, Wolf for Congress

1997: Gilmore for Governor

1998: Wolf for Congress

2000: Bush for President, Wolf for Congress

2004: Bush for President

2005: Kilgore for Governor

2006: Allen for Senate, Rick Santorum for Senate (RNC Volunteer), Tom Keane for Senate (RNC Volunteer)

## Volunteer/Community/Related Activity

### **Regeneration Ministries, Inc.**

Short term mission trip to Targu Jiu, Romania. Managed youth recreation activities and music for summer camp for intercity children. Summer 2005.

### **Loudoun Ballet Company**

Apprentice Member; Professional Dance Company, Dancer. 1997 – 2002.

### **Blue Ridge Bible Church**

Volunteer member (violin, voice) of the Music Team. 1994 – 2005.

### **Bluemont Concert Series**

Community Concert Program. Volunteer set up/take down, general labor. 1991 – 1999.

### **Purcellville Recreational Swim Team**

Swim team Athlete/Coach, 1999-2002.

## U.S. GOVERNMENT EXPERIENCE

*Director, Security Cooperation and International Defense Agreements, National Security Council, Schedule C Appointee (2005 – Present)*

- Principal NSC staff member responsible for the formulation, coordination, and implementation of global security cooperation and international defense agreement policies.
- Plan, direct, and coordinate global security cooperation policy that builds a flexible and integrated global partnership capacity and promotes burden sharing for the Global War on Terror and other national security interests.
- Plan, direct, and coordinate policy relating to international defense agreements and legal arrangements (including arms control and confidence building agreements) as they affect U.S. national security and foreign policy interests.

*Assistant for Nonproliferation, Office of the Under Secretary of Defense for Policy, Schedule C Appointee (2001 - 2005)*

- Developed strengthened nonproliferation and interdiction policy and requirements for the 2006 Quadrennial Defense Review and the National Military Strategy to Combat Weapons of Mass Destruction.
- Tracked current intelligence on foreign WMD/missile programs to make recommendations to senior policy makers on interdiction options.
- Spearheaded DoD initiative to develop new approaches to WMD interdiction at global chokepoints, laying a critical foundation for the President's Proliferation Security Initiative.

*Office of Senator Spencer Abraham (1999)*

- Advised the Senator and his senior staff on developments including the Balkans crisis, and the Missile Defense Act.

*House of Representatives Select Committee on U.S. National Security and Military/Commercial Concerns with the People's Republic of China (1998-1999)*

- Contributed to development of the "Cox Committee Report." Investigated Chinese efforts to obtain advanced computer and manufacturing equipment through front companies operating in the U.S.

*Department of Housing and Urban Development, Office of Information Technology (1997-1998)*

- Implemented program to streamline paperwork and reporting requirements for critical Department programs.

## OTHER EXPERIENCE

*Independent Contractor, Adecco, SA (2000-2001)*

- Provided technical writing and computer services to various high tech and academic institutions.

*Senior Manager, Business Development, deliverToday.com (1999-2000)*

- Developed corporate strategy for information technology, public relations, and real estate partnerships. Edited business plans and quarterly reports to investors.

*Associate, Potomac Strategies International (1999)*

- Assisted in managing relationships with clients seeking access to various government entities.

## EDUCATION

*Doctoral Studies, Security Studies, University of Hull, England (1995-1997)*

*Master of Science, Defense and Strategic Studies, Southwest Missouri State University (1995)*

*Bachelor of Arts, Political Economy of Industrial Society, University of California, Berkeley (1991)*

## AWARDS

*Office of the Secretary of Defense Exceptional Public Service Award (March 2004)*

*H.B. Earhart Fellowship (1995-1997)*

## PERSONAL INFORMATION

(b) [REDACTED]

(b) [REDACTED]

(b) [REDACTED]

# TANISHA R. DOZIER

## PROFESSIONAL EXPERIENCE

### **PRESIDENTIAL INAGURAL COMMITTEE**

Washington, DC  
12/08 -- Present

#### *Financial Operations, Accounting Lead*

- Assisted with developing organization-wide accounting policies and procedures.
- Oversaw the initial launch of the committee's general ledger.
- Managed the accuracy and productivity of day-to-day activities of accounts payable, cash disbursements and cash receipts including personnel.
- Maintained all facets of the accounting cycle – financial reporting, general ledger, bank reconciliations, journal entries, and keeping an overall accurate audit trail.
- Provided daily trouble-shooting to internal and external clients for accounting related issues.

### **OBAMA FOR AMERICA**

Chicago, IL  
07/08 -- 11/08

#### *Financial Operations, Reconciliation Specialist*

- Acted as a liaison between the accounting and budget team to ensure credit card spending was accurately tracked and recorded in the general ledger.
- Responsible for reconciling daily credit card activities for nearly 15 campaign credit cards with an average daily spending of \$500,000 to nearly \$9 million monthly, to multiple documentation sources.
- Investigated and resolved any credit card payment discrepancies to ensure billing accurately reflected spending and/or approved amounts.
- Assisted with compliance procedures which included "vetting" high dollar donors to ensure compliance with FEC regulations and campaign standards.

#### *Field Operations, Reconciliation Specialist*

Raleigh, NC

- Managed the GOTV budget and spending.
- Managed the flow, execution and budgetary approval of 100+ leasebacks for GOTV staging locations.
- Provided rapid Election Day security and operational problem-solving for 100+ field offices and staging locations.

### **RSM MCGLADREY**

Chicago, IL  
03/07 -- 07/08

#### *Risk Management, Senior Associate*

- Developed internal audit and Sarbanes Oxley compliance programs for small to medium-sized organizations within the manufacturing industry including Alliance, Poindexter, Tootsie Roll, Monosol, and NAMCO.  
Illustrative accomplishments:
  - *Alliance*: Identified design deficiencies in existing internal controls and developed recommendations for corrective action resulting in a substantial reduction of inventory write-offs for the company.
  - *Monosol*: Completed full risk assessment in preparation for client's IPO. Provided management strategies for establishing a "tone-at-the-top" principle to support an ethical business environment.
  - *NAMCO*: Guided this \$80 million US-based Japanese subsidiary in its Japanese legislation compliance efforts.
- Determined areas of business risk, potential technical problems, and opportunities to improve efficiency and profitability in client organizations.
- Conducted all facets of internal audit engagements including planning, execution, report preparation, and communication of process improvement recommendations to clients.
- Identified financial and regulatory risk within client organizations in an effort to reduce risk exposure to an acceptable range.
- Pursued and developed new client relationships to generate additional revenue for the firm.

### **PROTIVITI**

Chicago, IL  
07/05 -- 03/07

#### *Senior Consultant*

- Assisted in the development and execution of audit plans to ensure Sarbanes-Oxley compliance for Fortune 500 companies in various industries. Clients included Hospira, Accenture, GMAC, and Komatsu.  
Illustrative accomplishments:

- *Hospira*: Led multiple teams of consultants in Sarbanes Oxley control testing as well as an internal audit project. Independently performed a full review of account payable transactions to identify duplicate payments and fraudulent activity. Recovered over \$100,000 in funds.
- *Accenture*: Successfully navigated cultural and linguistic obstacles while conducting remote testing of Sarbanes Oxley controls for the company's Asian and Australian divisions.
- *GMAC*: Member of a team that reviewed loan securitization process. Solely responsible for ensuring the proper accounting treatment of loan transactions.
- Led teams of 4-6 consultants in documenting and evaluating corporate accounting controls to identify exposure to operational and financial risk.
- Helped clients streamline monthly, quarterly and annual accounting close processes resulting in increased efficiency and accuracy and a reduced cost structure.

## **SEARS ROEBUCK & CO.**

### *Auditor I-Finance Team*

- Audited the accounting and financial data of corporate departments to ensure accuracy and compliance with Federal and SEC Regulations and Industry Standards.
- Assisted in the development of the Annual Audit Plan by identifying potential financial and operational opportunities for improvement.
- Performed risk assessments to identify key financial contributors and business controls.

### *Merchandise Planning Intern*

- Evaluated sales and stock levels to ensure maintenance of appropriate store inventory levels.
- Assisted in the sales forecasting, budgeting and purchasing process for the spring 2004 season.
- Aided in the selection and allocation of merchandise by climatic zones.

Hoffman Estates, IL  
05/03 – 07/05

## **EDUCATION**

### **HAMPTON UNIVERSITY**

Bachelor of Arts in Finance

Leadership/Activities: Founding Committee Member of Financial Management Association, Chairperson for the Inaugural Financial Management Association Banquet, Student Union Board, Investment Club.

Hampton, VA  
2000-2004

## **CIVIC AFFILIATION AND VOLUNTEER ACTIVITIES**

Treasurer: Chicago Hampton Alumni Association.

Mentor: UMOJA Student Development Corporation.

Volunteer: Mental Health America Illinois; Citywide Tax Assistance Program, Chicago Deputy Voter Registrar.

Member: International Institute of Internal Auditors; National Association of Black Accountants.



## JoAnn Drennan

Objective: To continue to serve in an executive assistant capacity for a senior U.S. Government official

Professional Experience:

2001 to present Department of the Navy The Pentagon  
**Confidential Assistant to the Secretary of the Navy**

- Handle diverse and high-level sensitive assignments of professional and personal interest to the Secretary
- Coordinate the effective functioning of the SECNAV front office
- Perform executive liaison functions on behalf of the Secretary within Department of the Navy, with other military services and with DOD
- Track status of complex issues for the Secretary
- Draft correspondence to save time for the Secretary
- Help ensure that all DOD regulations and ethical standards are met

1997 to 2001 General Dynamics Corp. Falls Church, VA  
**Executive Assistant to Executive Vice President**

- Provided complete administrative support for the Executive Vice President, who headed the Information Systems and Technology and International business sectors (9 companies)
- Managed the Executive Vice President's schedule and travel
- Handled all dictation and correspondence
- Acted as liaison with the presidents and staffs of the 9 companies that reported to the Executive Vice President
- Managed flow of reports (monthly metrics, product presentations, etc.) as directed by the Executive Vice President

1996 to 1997 General Dynamics Corp. Falls Church, VA  
**Executive Assistant to President, General Dynamics Land Systems**

- Provided completed administrative support for the President of GD Land Systems, which produced tanks and other armored vehicles for U.S. and international markets
- Managed the President's schedule and travel

1994 to 1996                      General Dynamics Corp.      Falls Church, VA  
**Senior Assistant to Corporate Assistant General Counsel and  
Director, Benefits Programs, Human Resources Department**

- Supported executives of the Human Resources Department in regard to all facets of pension, welfare benefit and savings plans for General Dynamics and its companies
- Assisted with government filings and reporting requirements
- Assisted with appeals
- Tracked nonqualified (401k) participation
- Tracked and prepared responses to Medicare secondary payer requests
- Prepared payments for vendor service
- Participated in 401k special distributions and group insurance rebids

1991 to 1994                      General Dynamics Corp.      Falls Church, VA  
**Benefits Assistant, Human Resources Department**

- Supported Employee Benefits Department senior management in regard to summary plan descriptions, plan determinations, government filings, IRS activities, composing letters, producing required reports and presentations

1990 to 1991                      Paragon Decision Resources, Inc.      Irvine, CA  
**Relocation Consultant**

- As consultant on contract basis, served as relocation counselor at MCI and provided interface between the company, its employees and relocation vendors in group relocations for MCI employees
- Counseled relocating MCI employees regarding relocation policy, IRS requirements, marketing and selling their homes and purchasing new homes at their new assignment sites
- Assisted employees with guaranteed home purchase, equity advances, mortgage buydown and home investment protection
- Directed efforts to successfully sell those employee homes that became the property of MCI

1989                                      Moran, Stahl & Boyer                      Falls Church, VA  
**Relocation Coordinator**

- Tracked MS&B expenses and charges for the American Automobile Association's multimillion dollar home sale program when AAA relocated its corporate headquarters from Falls Church, VA, to Orlando, FL

- Ordered and tracked AAA employees' home sale appraisals, broker price opinions, inspections and title work
- Tracked the status of every home sale

1979 to 1988 American Automobile Assn. Falls Church, VA  
**Executive Secretary**

- Served as administrative team leader for Vice President, Information Systems and Administration; Director, Telecommunications; Director, Corporate Planning; and Manager, Systems and Procedures
- Supervised three administrative employees; responsible for hiring/termination, performance reviews and salary actions
- Served as Principal Member of Office Automation Task Force to evaluate and select company-wide office automation hardware/software

Education: Graduated from George Washington High School, Alexandria, VA  
 Numerous administrative and management training courses

Awards: U.S. Navy Distinguished Public Service

**Education**

**University of Wisconsin Madison**

-Bachelor of Arts, May 2008

-Major: Political Science

**University of Wisconsin Stevens Point**

-September 2004 – May 2006

**Relevant Courses**

Constitutional Law

Law & Legal Systems

International Studies

American Political Thought

Revolutionary Politics

Conflict Resolution

Law and Society

American Presidency

Model U.N.

Poli. Sci. 101

Philosophy of Law

**Strengths**

-Strong interpersonal skills; possess the ability to work effectively with all people

-Highly organized and resourceful; work well under pressure

-Excellent communication skills; encourage interaction in order to be effective

-Dependable and responsible; thrive in challenging situations

**Achievements and Activities**

*Deans List, Deans Distinguished Achievement Award*

*Executive Board member (Political Director) of the Wisconsin College Republicans*

*Volunteer for Nick Reid for U. S. Congress, Volunteer for Tom Tiffany for WI State Senate*

*Volunteer for Mark Green for Governor, Volunteer for George Bush for President*

*Admitted into Selective University of Wisconsin Madison's Washington D.C. Internship Program*

*32<sup>nd</sup> Degree Freemason at Hiram Lodge #50*

*Represented the Republic of South Korean at the Model United Nations*

*Volunteer for Special Olympics, Volunteer Youth Hockey Coach, Volunteer for Rockford Air Fest*

**Work Experience**

**Representative Kevin McCarthy (CA-22) – Washington, DC**

**June – August 2007**

*Congressional Intern*

-Responded to constituent inquiries, researched legislation and the development of public policy

-Assisted Mr. McCarthy's staff with office procedures, research projects, and legislative issues

-Observed the legislative process by attending committee meetings, hearings, and lecture series

**Assemblywoman Debi Towns – Madison, WI**

**August - December 2006**

*Assembly Intern*

-Updated constituent database on a regular basis

-Assisted Rep. Towns in responding to constituent concerns (i.e. mailings)

-Attended committee meetings aimed at improving various concerns throughout the state

**Chicago/Rockford International Airport – Rockford, IL**

**May – September 2006**

*Marketing Intern*

-Attended events in Chicago and Rockford area to sign future customers up for the MilesAhead program. Duties included the distribution of promotional materials.

-Constructed a proposal to encourage cargo companies to relocate from O'Hare to Rockford.

-Assisted in the development of a report to track passenger data to be used in evaluating marketing revenue allocation.

**Education**

**University of Wisconsin Madison**

- Bachelor of Arts, May 2008
- Major: Political Science

**University of Wisconsin Stevens Point**

- September 2004 – May 2006

**Relevant Courses**

- |                            |                     |
|----------------------------|---------------------|
| Constitutional Law         | Law and Society     |
| Law & Legal Systems        | American Presidency |
| International Studies      | Model U.N.          |
| American Political Thought | Poli. Sci. 101      |
| Revolutionary Politics     | Philosophy of Law   |
| Conflict Resolution        |                     |

**Strengths**

- Strong interpersonal skills; possess the ability to work effectively with all people
- Highly organized and resourceful; work well under pressure
- Excellent communication skills; encourage interaction in order to be effective
- Dependable and responsible; thrive in challenging situations

**Achievements and Activities**

*Deans List, Deans Distinguished Achievement Award*

*Executive Board member (Political Director) of the Wisconsin College Republicans*

*Volunteer for Nick Reid for U. S. Congress, Volunteer for Tom Tiffany for WI State Senate*

*Volunteer for Mark Green for Governor, Volunteer for George Bush for President*

*Admitted into Selective University of Wisconsin Madison's Washington D.C. Internship Program*

*32<sup>nd</sup> Degree Freemason at Hiram Lodge #50*

*Represented the Republic of South Korea at the Model United Nations*

*Volunteer for Special Olympics, Volunteer Youth Hockey Coach, Volunteer for Rockford Air Fest*

**Work Experience**

**Representative Kevin McCarthy (CA-22) – Washington, DC**

**June – August 2007**

*Congressional Intern*

- Responded to constituent inquiries, researched legislation and the development of public policy
- Assisted Mr. McCarthy's staff with office procedures, research projects, and legislative issues
- Observed the legislative process by attending committee meetings, hearings, and lecture series

**Assemblywoman Debi Towns – Madison, WI**

**August - December 2006**

*Assembly Intern*

- Updated constituent database on a regular basis
- Assisted Rep. Towns in responding to constituent concerns (i.e. mailings)
- Attended committee meetings aimed at improving various concerns throughout the state

**Chicago/Rockford International Airport – Rockford, IL**

**May – September 2006**

*Marketing Intern*

- Attended events in Chicago and Rockford area to sign future customers up for the MilesAhead program. Duties included the distribution of promotional materials.
- Constructed a proposal to encourage cargo companies to relocate from O'Hare to Rockford.
- Assisted in the development of a report to track passenger data to be used in evaluating marketing revenue allocation.

## MICHAEL P. DUFFEY



### EDUCATION

---

- University of Wisconsin - Madison, WI
- BS Political Science (December 2001)
  - 4 semester training in Spanish language

- Marquette University High School - Milwaukee, WI
- Graduated (May 1996)

### HONORS AND AWARDS

---

- United States Naval Academy
- Appointed (1996 & 1997) - records (disqualified)

- National Honor Society
- Inducted (May 1996)

### PROFESSIONAL

---

- 179 Department of Defense - Washington, DC  
Special Assistant to the Deputy (Under Secretary of Defense for Acquisition & Technology) (April 2006 - present)
- Manage the Legislative Affairs portfolio for Mr. Feltus
  - Assist on Special Projects including Capital Budgeting and Personnel Review Board
- 178 Department of Defense - Washington, DC  
Defense Fellow & Special Assistant to the White House Liaison (January 2005 - April 2006)
- Assisted the White House Liaison and Senior Advisors to the Secretary of Defense in the placement of personnel in high-level positions within the Department, including the Office of the Secretary of the Army, Navy, Air Force and the Office of the Secretary of Defense
  - Write and maintained a manual that managed all and automated many of the internal processes for the office
- 177 Presidential Inaugural Committee - Washington, DC  
Contract Director for Data Management, Office of Public Liaison (November 2004 - January 2005)
- Lead a team of 3 who wrote and maintained an Access database that collected and processed the information for 50,000+ individuals who were invited to attend the inauguration as guests and friends of the President, Senior Bush Administration Officials and other distinguished guests.
- 176 Senate Book Company, Inc. - Wisconsin, WI  
Southeast Region Field Representative (January 2004 - November 2004)
- Managed the development of the Get-Out-the-Vote program for Southeastern Wisconsin (35% of the statewide Republican vote), including the recruitment of County Leadership, Precinct Captains and volunteers
  - Built and managed an office that succeeded in turning out nearly 85% of the voting-age population (highest in the state) in a county that voted for the President 66% (33%.
- 175 Office of the White House Liaison, US Department of Health & Human Services - Washington, DC  
Special Assistant to the White House Liaison (March 2003 - December 2003)
- Review and approve candidates seeking appointment to Boards & Commissions in the Bush Administration
  - Compile and maintain database of candidates reviewed in appointment
- 174 The Willard Inter-Continental - Washington, DC  
Weekend Business (July 2003 - December 2003)
- Assist guests with check in and online luggage to their rooms

**2002 South Dakota GOP Victory Committee - Mitchell, SD**

**Regional Field Director (July 2002 - November 2002)**

- Directed an office of 5 staff, 3 full-time and 2 part-time employees
- Oversee Republican efforts in a 7-county region with 31,000 registered voters
- Organized and directed an Election Day organization of 365 volunteers to Get Out the Vote
- Organized press conference, coordinated volunteer activities, and conducted training seminars

**The White House Office of Political Affairs - Washington DC**

**Intern (January 2002 - May 2002)**

- Maintained database and filing of resumes of candidates for administration appointments
- Helped with coordination of presidential trips to the Midwest
- Aided in placement of personnel within the Bush administration

**The Wyland Ester-Corinental - Washington, DC**

**Weekend Doorman (March 2002 - June 2002)**

- Greeted and hosted hotel guests at the main entrance

**Republican Party of Wisconsin - Madison, WI**

**Assistant to the Director of Finance (November 2001 - January 2002)**

- Tracked and deposited financial contributions, maintained donor list
- Helped with the organization and operation of party fund-raisers

**Office of Wisconsin State Senator Mary Pausser [R] - Madison, WI**

**Legislative Intern (September 2000 - January 2002)**

- Responded to constituent inquiries
- Researched and compiled reports on various legislative issues
- Monitored and reported on media coverage

**Zenith Tech, Inc. - Waukesha, WI**

**General Laborer (Summer, 1996 to 2001)**

- General labor, finished concrete, operated heavy equipment for road construction contractor

**ADDITIONAL EXPERIENCE**

---

**Republican National Committee - Washington DC**

**Intern (January 2002 - May 2002)**

- Assisted in various political projects compiling and maintaining databases, conducting research and drafting memos

**RNC Campaign Management School - Alexandria, VA**

**Graduate (April 2002)**

- Learned & drilled in all aspects of campaign management, including budgeting, fundraising, coalition building, volunteers, polling, strategy, ethics, technology/Internet, phones, etc.

**Office of Wisconsin State Representative Scott Walber [R] - Madison, WI**

**Legislative Intern (September 1998 - May 1999)**

- Responded to constituent inquiries

**Office of Wisconsin State Representative Dean Kanfert [R] - Madison, WI**

**Legislative Intern (September 1999 - May 2000)**

- Responded to constituent inquiries; organized mass mailings

**Student in Support of America - Madison, WI**

**Founder and President (September 2001 - December 2001)**

- Organized "America United Rally" drawing student support for Iraq (October 2001)
- Created organizational infrastructure, directed goals of the student group
- Planned and participated in a debate over the use of military force in the war on terrorism

(b)(6)

### Professional Experience

**Protocol Officer for the Secretary of Defense, Department of Defense Office of the Secretary of Defense – The Pentagon**  
April 2006 – Present

- Plans and executes events for the Secretary of Defense and Deputy Secretary of Defense at the Pentagon and the G-7. Metrics track include Presidential visits, diplomatic meetings, conferences, receptions, and various military engagements.
- Responsible for all aspects of planning and execution including determination of event location, layout and set design, catering needs, technology requirements, etc.
- Served as lead action officer for planning the Armed Forces Farewell and Tribute for President Bush in January 6, 2009.
- Served as a lead coordinator for the Pentagon's Memorial Dedication Ceremony on September 11, 2008 attended by the President, Vice President, Department of Defense leadership, Capitol and Congressional leadership and family members of those lost at the Pentagon on September 11, 2001. Responsible for the planning and execution of all aspects of the ceremony including program development, site design and managing the over 16,000 attendees.
- Drafts mailing pieces for the Secretary of Defense and Deputy Secretary of Defense on upcoming visits and events.
- Coordinates with Policy, Legislative Affairs and Public Affairs offices to ensure successful event execution.

**Special Assistant to the Director of Legislative Counsel, Department of Defense Office of Legislative Counsel**  
April 2007 – April 2008

- Served as primary liaison between Office of Management and Budget (OMB), Office of the Secretary of Defense (OSD) and Office of Legislative Counsel (OLC) for the coordination of testimony, questions for the record and reports to Congress generated by the executive government agencies.
- Managed and trained staff the clearance process for all testimony and responses to questions for the record provided by Department of Defense entities ensuring that variations in policy positions may be noted between the Department and other parties, including government agencies and the White House, were resolved and that OMB clearance was obtained.
- Supported the Congressional investigative unit of OLC responsible for recognizing, tracking, and assessing DoD's legal obligation of providing the Congress with requested documentation. Coordinated the process of producing hundreds of thousands of pages of documents to Congress.
- Maintained OLC reference/tracking system, supervised interns and managed administrative affairs for OLC staff.

**Special Administrative Assistant, Office of the Under Secretary of Defense for Acquisition, Technology & Logistics**  
July 2008 – April 2007

- Worked with the Under Secretary and Joint Acquisition Defense Transformation goal back given to President Bush.
- Secretary of Defense Transition Support Team (one of 4 members)
  - Assisted in the preparation of departmental transition files for incoming Secretary of Defense, Robert M. Gates.
  - Impacted in the coordination of Advance Policy Questions in preparation for DoD System confirmation hearings.
- Collaborated with Special Assistant and Speechwriter to research and write oral and written hearing testimony and provide witness to testify.

### Professional Development

**Intern, Office of Governor and Staff Consultant Services, Jefferson City, Missouri**  
Summer 2005

- Designed a new application process and screened lines of communication with University of Missouri-Community, providing information to recruit students for internships in the Governor's Office internship program.

**Intern, White House Office of Public Liaison, Washington, D.C.**  
August 2004 – December 2004

- Coordinated daily and long-term scheduling, correspondence, and travel arrangements, in addition to day-to-day issues for the Deputy Director of Public Liaison.
- Assisted White House staff in the organization and execution of Presidential events.

**Conference Registration Coordinator, State of Youth, 2006, Missouri**  
Summer 2004 & 2006

- Coordinated registration of over 20,000 attendees for 10 conferences on a variety of topics across the state including

**Administrative Assistant, University of Missouri Student & Auxiliary Services Human Resources, Columbia, Missouri**  
August 2003 – May 2005

- Professionally represented organization in the recruiting and efficiently maintained personnel database for 300 employees.

### Education

Bachelor of Arts – Political Science, University of Missouri-Columbia

(b)(6)

# Stephen Dunwoody

(b)(6)

## OBJECTIVE

Currently relocating to Washington DC, while seeking a position to bridge interest in business and government affairs with background in finance, political outreach and export promotion.

## SKILLS SUMMARY

- Goal-oriented professional with background in helping to build strong relationships within the political, government and business community
- Disciplined leadership abilities while possessing the interpersonal communication skills to work on a team in the most demanding of environments both in the U.S. and abroad
- Self-motivated and proactive in the completion of tasks and assignments to include research and client/customer service oriented activities

## EXPERIENCE

### **UNITED STATES AIR NATIONAL GUARD, 1/2003-Present**

#### **Financial Management Specialist, 200<sup>th</sup> Red Horse Squadron, Camp Perry, Port Clinton, Ohio**

- Serve as installation financial representative utilizing sophisticated government accounting systems to process numerous payroll and travel reimbursements for three hundred personnel
- Ensure accurate, routine submittal of accountable documents that impact pay, providing financial relief for customers

#### **Deputy Comptroller, 557<sup>th</sup> Engineering Red Horse Squadron, Camp Taji, Iraq**

- Assisted in the maintenance of squadron financial operations during six-month service in Iraq, managing an account containing over \$4,000,000 with full accountability for government funds
- Facilitated \$600,000 in contract payments; performing customer service duties for Iraqi vendors and international contractors with 100% accuracy in completion of the organizational mission; providing stimulus for the local economy

### **OBAMA FOR AMERICA, 6/2007-11/2008**

#### **Deputy Constituency Outreach Director, Detroit, Michigan**

- Managed the day-to-day operations of nine-member staff in executing effective outreach plan to key groups throughout the state
- Co-designed and implemented outreach plan aimed at building relationships via arranging activities with various constituency groups that helped augment support in key targeted areas, as well as aid in maximizing voter turnout

#### **Veterans Outreach Director, Philadelphia, Pennsylvania**

- Coordinated outreach efforts to 1.2 million Veterans in the state, by effectively utilizing grassroots organizations to build support and host events aimed at persuading voters

#### **Field Organizer, Iowa, Nevada, Washington, Ohio, Pennsylvania, Indiana, Kentucky**

- Recruited, trained and coordinated volunteers in various activities including phone and door-to-door canvassing to increase the campaign supporter base in the lead up to seven primary elections

### **UNITED STATES COMMERCIAL SERVICE, 6/2006-8/2006**

#### **Commercial/Trade Specialist Intern, American Embassy, London, United Kingdom of Great Britain**

- Planned, organized and served as liaison in meetings between American and British business leaders, seeking partnerships; efforts aided to promote exportation
- Researched various industries within the United Kingdom, helping businesses from the United States to gain further insight into the European marketplace
- Represented American commercial interests while attending a major international air and trade show; conveyed to numerous business leaders the unique services of the U.S. Commercial Service; aiding in attracting new business clientele

### **KENT STATE UNIVERSITY BUDGET OFFICE, 1/2003-6/2003**

#### **Student Assistant Budget Analyst, Kent, Ohio**

- Analyzed important data used in budget projections for future fiscal year departmental allocations
- Assisted in review of various program expenditures, aiding to cut and balance the University budget
- Prepared financial spreadsheets to express budget targets for review by the Budget Director and key officials

**EDUCATION**

---

**KENT STATE UNIVERSITY, 2006**

**B.A. Political Science-International Relations concentration**

- Kent Political Union, Founder and Past President; Model NATO Summit-Washington D.C., Student Delegate

**UNITED STATES AIR FORCE FINANCE AND ACCOUNTING SCHOOL, 2002**

**Financial Management Certificate, Sheppard Air Force Base, Wichita Falls, Texas**

- Craftsman Level Certification

**OTHER**

---

**Languages Skills:** [REDACTED]

**Computer Skills:** Proficient in Excel, PowerPoint, Microsoft Word

[REDACTED]

## James Peter Eby

---

**BAR MEMBERSHIP** California, 2002

### EXPERIENCE

**Obama for America, Inc., Chicago, IL**

Member of the National Advance Staff, July 2007 to November 2008  
Traveled nationally to advance and organize public events for Senators Obama and Biden. Worked on designing nationally televised speeches and rallies, as well as smaller more intimate events.

**Morrison & Foerster, LLP, San Francisco, CA**

Contract Attorney, August 2006 to April 2007  
Worked on corporate internal investigations regarding possible securities fraud. Reviewed corporate documents for information pertinent to options backdating by corporate executives and helped prepare supervising attorneys for witness interviews and board of directors meetings.

**Simon & Partners, LLP, New York, NY**

Associate, 2004 –2006  
Hired to work on a securities fraud case involving a Fortune 500 company. Reviewed corporate documents for information pertinent to a white collar criminal defense case, performed legal research, and helped prepare the lead attorneys for trial.

**Kerry-Edwards, 2004, Inc., Washington, DC**

Associate Deputy Director of Advance, April– November 2004  
Started the campaign as a traveling advance staffer advancing trips and public events for Senator Kerry. Moved to campaign headquarters and coordinated travel arrangements for the traveling advance staff of the Kerry-Edwards Presidential Campaign. Assisted in managing assignments for advance teams, budgets for campaign events, and the traveling advance staff payroll.

**Office of the Pardon Attorney, Dept. of Justice, Washington, DC**

Legal Intern, February – September 2001  
Summarized petitions for pardons and commutations received by the White House from people who wished to receive Presidential clemency.

**District Attorney's Office, San Francisco, CA**

Intern, 1996 –1998  
Worked with the gang task force. Proofread witness interrogation transcripts. Prepared subpoenas and documents for discovery. Prepared visual displays for trial.

### EDUCATION

**Georgetown University Law Center, Washington, DC**

Juris Doctor, May 2002  
Student Bar Association, Vice President, 2001-2002

**University of California, Berkeley, Berkeley, CA**

Bachelor of Arts in History, May 1999

**EXPERIENCE**

**Obama for America, Clermont and Brown Counties, Ohio** 2008

*Field Organizer/GOTV Coordinator (General Election)*

- Mobilized over 100 volunteers across two counties; managed 9 and 5 point shifts from the 2004 Election in Appalachian counties considered Republican strongholds
- Managed six micro-offices on Election Day; procured staging locations and inventory control and distribution for two organizer turfs

**Obama for America, Pittsburgh, West Virginia, Cincinnati, Ohio** 2008

*Field Organizer (Primary Election)*

- Activated local volunteers for the Primary Elections and recruited 30 interns from across the country

**Oxford Pediatrics, Oxford, Ohio** 2006 - 2008

*Medical Assistant*

- One of two people responsible for establishing the practice's third office in Ross, Ohio, obtained patients' histories and vitals and basic diagnostic procedures assisted patients with services and billing

**Community Counseling and Crisis Center, Oxford, Ohio** 2004 - 2008

*Hotline Operator and Overnight Staff*

- Answered crisis and suicide calls, managed multiple callers and triaged calls as needed; mentored trainees

**Oxford Swim and Dive Team, Oxford, Ohio** Summer 2005, 2006, 2007

*Assistant Swimming Coach, 2005 and 2006; Head Coach, 2007*

- Led seven-member coaching staff; managed over 100 swimmers, age 4-19; 2006 conference Champions

**Tutoring Services, Oxford, Ohio** 2006 - 2007

- Tutored High School Chemistry and Geometry; College Chemistry, Anatomy/Physiology; Conversational Spanish

**EDUCATION**

**The George Washington University, Washington, DC**

*Expected Graduation Date: May 2011*

**Masters: Public Health Concentration: Health Policy**

**University of Virginia, Valencia, Spain**

*Semester Abroad, Fall 2005*

**Hispanic Studies Immersion Program**

**Miami University, Oxford, Ohio**

*Bachelor of Arts with Honors, May 2007*

**Major: Spanish Concentration: Pre-Medicine**

**Margaretta High School, Castalia, Ohio**

*Valedictorian and Honors Diploma, June 2003*

**U.S. Army Reserve National Scholar Athlete Award**

**ACTIVITIES**

**Miami University Women's Water Polo Team**

- Academic All-American 2003-2007, Second Team Midwest Conference 2006, 2007

**Miami University Summer Reading Program**

- *Convocation Discussion Facilitator*, Prepared discussion questions and moderated debate for the text "Ahmed's War, Ahmed's Peace: Surviving Under Saddam, Dying in the New Iraq"

**International Delegation on Medicine**, Studied eastern medical practices in both urban and rural China

**The LeaderShape Institute**, Developed plan for constructing new school building in hometown

**CERTIFICATIONS AND SKILLS**

- [REDACTED] Microsoft Office Proficiency, CPR Certification for Healthcare Professionals, Lifeguard Training and First Aid

**NELSON V. ERICKSON**

(b)(6)

**Experience:**

**2002 Present** **OFFICE OF THE SECRETARY OF DEFENSE (OSD)** **THE PENTAGON**  
 Political Appointee

**2002 Present** *Special Assistant to the Under Secretary of Defense (Comptroller and Chief Financial Officer)*  
 • Developed, advised on, and implemented legislative strategies and materials to support the President's fiscal year (FY) 2002 Department of Defense budget request and FY 2003 supplemental appropriations request  
 • Prepared senior-most Defense officials for Congressional appearances in support of the annual budget and supplemental, as well as for hearings on financial management in the Department and in law  
 • Collaborated on and formalized working points and briefing materials for use with the President of the United States  
 • Analyzed and prepared recommendations for the Secretary and Deputy Secretary of Defense on budget and Department-wide management practices  
 • Shaped strategies for soliciting international contributions (Iraq and Afghanistan reconstruction)  
 • Developed strategies to obtain legislative authority vital to the successful prosecution of the Global War on Terror  
 • Managed communications and public relations activities for the Under Secretary of Defense (Comptroller)

**2001 2002** *Assistant for Chemical and Biological Nonproliferation (OSD Office of Negotiations Policy)*  
 • Served as the Secretary of Defense's representative and advised on Department of Defense positions in interagency and international negotiations related to chemical and biological weapons treaties  
 • Formulated policy recommendations and advised senior Defense officials on chemical and biological nonproliferation issues, such as the use of non-lethal chemical agents and the removal of chemical weapons from conflict territories  
 • Prepared official policy recommendations and documents for decision by the President and National Security Council  
 • Collaborated on Department and U.S. government policy response to multiple regional nuclear nonproliferation issues and U.N. Security Council Resolutions

**2000 2001** *Defense Fellow (Office of the Assistant Secretary of Defense for Special Operations - Low Intensity Conflict)*  
 • Developed policy options for OSD leadership on issues related to Special Operations Forces (SOF) strategy, employment, readiness, warfight, and force structure. Organized, planned, and provided logistics support to war-games  
 • Authored justification materials for the FY 2001 special operations budget, the largest ever increase in SOF funding

**1997-2001** **SENATE FOREIGN RELATIONS COMMITTEE** **WASHINGTON, DC**  
*Staff Assistant / Legislative Correspondent*  
 • Drafted constituent correspondence and official correspondence to Congress and U.S. governmental officials  
 • Provided research and other support on national security issues to Senior Professional Staff Members

**Education:**

**1997 2001** **COLGATE UNIVERSITY** **HAMILTON, NY**  
 B.A. degree. Selected to study contemporary international law (law at the U.N. Security Council). Studied abroad in Rome, Italy. Student Government Senator. Selected to attend the Leadership Institute Leadership training program.

**Intermittent:**

**1991 2000** **SENATE FOREIGN RELATIONS COMMITTEE** **WASHINGTON, DC**  
 Researched regional security issues and performed administrative duties for 10 committee staff.

**Summer, 2000** **BRITISH CONSULATE-GENERAL** **NEW YORK, NY**  
 Performed research and political analysis on U.S. Federal and State elections of interest to international investors.

**Summer, 2000** **MASSACHUSETTS REPUBLICAN PARTY** **BOSTON, MA**  
 Performed research for the 2000 Presidential campaign. Coordinated logistics at the Republican National Convention.

**Awards:** Office of the Secretary of Defense Award for Outstanding Achievement for achievement in SOF transformation

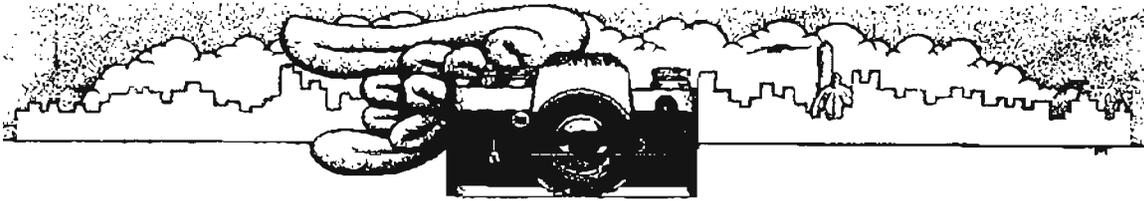
**Training:** Joint Senior Leaders Course **F.T. LEONARD WOOD, MD**  
 Course for United States military and civilian national security leaders covering training in chemical, biological, radiological, nuclear, and high-energy explosive proliferation and defense. Completed live active agent training.

**Foreign Intelligence Agency University** **VIRGINIA**  
 Chemical and Biological Proliferation Course: Basic Concepts of Microbiology and Biological Threat Agents

**Community:** Member of the Speaker's Bureau of the National Childhood Cancer Foundation and the Make-A-Wish Foundation. Manager of office fundraising drive to purchase Christmas presents for underprivileged D.C. children.

**Personal:**

(b)(6)



PHOTOGRAPHY BY SHARON FARMER

## PROFESSIONAL EXPERIENCE

### **Independent Photojournalist**

2004-2009

Clients have included *The Washington Post*, The Leadership Conference for Civil Rights, The Brookings Institute, The National Urban League, The Fulbright Association, Coca Cola, Delta Sigma Theta Sorority, Inc., American Israel Political Action Committee, Vital Voices Global Partnership for Women, The American Association of Colleges for Teaching Education, The Black Leadership Forum, The Howard Theatre, Step Afrika!

### **National Campaign Photographer for Democratic Presidential Candidate Sen. John Kerry**

April 2004 – November 2004

### **Associated Press Photo Assignment Editor**

2001-April 2004

### **Director White House Photography – Clinton/Gore Administration**

1998-2001

### **White House Photographer – Clinton/Gore Administration**

1993-2001

### **Independent Photojournalist**

1978-1993

Clients have included *The Washington Post*, the Governments of Jamaica and Venezuela, the Smithsonian Institution, the American Association for the Advancement of Science, Delta Sigma Theta Sorority, Inc., and the Gala Hispanic Theatre. Covered political campaigns of Washington Mayoral Candidates Sharon Pratt (Dixon) Kelly, Patricia Roberts Harris and Walter Washington.

### **Supervisor, Photography Complex**

Lansburgh Arts Center, Washington, D.C.

1981-1982

Set up and supervised photography studio at this community-based center for the arts, including selecting and purchasing photographic equipment. Rented equipment and studio space to clients. Taught photography by working with individuals to solve their creative and technical problems.

**Manager**

Snap Shops Camera Store, Washington, D.C.

1975-1978

Managed this regional chain's smallest store which consistently ranked second highest in retail sales during this period.

**LECTURES/TEACHING**

- Adjunct Professor, Photojournalism, The American University, Washington, D.C.
- Adjunct Professor, Photojournalism, Prince Georges Community College, Largo, Maryland
- Workshop: National Press Photographers Association's "Flying Short Course" in seven cities
- Workshop: "Photoactivism," Institute for Policy Studies, Washington, D.C.
- Workshop: "Photojournalism," Eddie Adams Workshop, New York
- Lecture: "Inside the White House " National Geographic Society, Washington, D.C.
- Lecture: "My Photojournalism," Western Kentucky University, Bowling Green, Kentucky
- Lecture: "Development of Community Based Photographic Resources." Toronto, Canada
- Lecture: "Photojournalism," NPPA – Women in Photojournalism Conference, Baltimore, Maryland
- Lecture: "Power and Purpose in Documentary Photography," the Smithsonian Institution, Washington, D.C.
- Lecture: "Composition and Photojournalism," Greater Washington Camera Club
- Lecture: "Art of Photojournalism," Mount Vernon College, Washington, D.C.
- Lecture: "Photojournalism," Duke Ellington School for the Arts, Washington, D C

**SELECTED EXHIBITIONS/INSTALLATIONS**

- "Twenty Years on the Mall," Smithsonian Institution, Washington, D.C
- D.C. – Beijing Photo Exchange, Beijing, China
- "Women Under Economic Stress," U.S. Department of Housing and Urban Development, Washington, D.C.
- "Amazon Papers"(a performance piece), Baltimore Artscape, Baltimore, Maryland
- "Photoactivism" (an exhibit of work from the workshop of the same title, Institute for Policy Studies, Washington, D.C.
- "Pro-Active Women", Sewell-Belmont House, Washington, D.C

**SELECTED PUBLICATIONS IN WHICH MS. FARMER'S WORK HAS APPEARED**

- *My Life, Bill Clinton, by William Jefferson Clinton*
- *Living History, by Hillary Rodham Clinton*
- *An Invitation to the White House, by Hillary Rodham Clinton*
- *Songs of My People, African-Americans: A Self Portrait*

- *Black Photographers 1940-1988*, by Deborah Willis-Thomas
- *The Decade of Women: Ms. History of the '70's in the Words and Pictures*, with an introduction by Gloria Steinem

3

- *In Search of Sisterhood (a history of Delta Sigma Theta Sorority, Inc.)*, by Paula Giddings
- *Long Distance Life*, a novel by Marita Golden
- *Living Room*, a collection of poetry by June Jordan
- *Bruce Springsteen On Tour*, book by David Marsh

## STILL PHOTOGRAPHY FOR SPECIAL PROJECTS

- Album covers for Sweet Honey in the Rock, the reggae group Black Sheep, harpist jeffmajors, jazz duo Esther Williams & Davey Yarborough, the Sweet Honey in the Rock Community Chorus, folksinger Donal Leace and SNCC Freedom Singer and gospel artist Rutha Harris, blues guitarist David Cole, etc.
- Collaboration with various poets and writers on multimedia theatre projects including Garth Tate, Brenda Files, Michelle Parkerson, Essex Hemphill & Wayson Jones, Larry Ducket, Jenlyn Gilstrap, Christopher Prince
- Film documentaries of a capella ensemble, Sweet Honey In The Rock and jazz vocalist Betty Carter
- Hair exhibition by internationally renowned stylist Fana Smith
- Project photographer for "Protest as Civic Responsibility" with Bernice Johnson Reagon, Pete Seeger, Harry Belafonte and Holly Near
- Organized and led eight photographers for weeklong coverage of Clinton Presidential Library grand opening in Little Rock, Arkansas

## PUBLIC COLLECTIONS

- William Jefferson Clinton Presidential Library, Little Rock, Arkansas
- District of Columbia Arts & Humanities Commission, Washington, D.C.
- South African National Gallery, Cape Town, South Africa
- King Arts Complex, Columbus, Ohio

## EDUCATION

- The Ohio State University, Columbus, Ohio Bachelor of Arts-Photography, 1974

## AFFILIATIONS

- Society for a Photographic Education
- The ExposureGroup-African American Photographers
- Delta Sigma Theta Sorority, Inc.
- Fotocraft Camera Club
- White House News Photographers Association

- *Black Photographers 1940-1988*, by Deborah Willis-Thomas
- *The Decade of Women: Ms. History of the '70's in the Words and Pictures*, with an introduction by Gloria Steinem

3

- *In Search of Sisterhood (a history of Delta Sigma Theta Sorority, Inc.)*, by Paula Giddings
- *Long Distance Life*, a novel by Marita Golden
- *Living Room*, a collection of poetry by June Jordan
- *Bruce Springsteen On Tour*, book by David Marsh

## STILL PHOTOGRAPHY FOR SPECIAL PROJECTS

- Album covers for Sweet Honey in the Rock, the reggae group Black Sheep, harpist jeffmajors, jazz duo Esther Williams & Davey Yarborough, the Sweet Honey in the Rock Community Chorus, folksinger Donal Leace and SNCC Freedom Singer and gospel artist Rutha Harris, blues guitarist David Cole, etc.
- Collaboration with various poets and writers on multimedia theatre projects including Garth Tate, Brenda Files, Michelle Parkerson, Essex Hemphill & Wayson Jones, Larry Ducket, Jerilyn Gilstrap, Christopher Prince
- Film documentaries of a capella ensemble, Sweet Honey In The Rock and jazz vocalist Betty Carter
- Hair exhibition by internationally renowned stylist Fana Smith
- Project photographer for "Protest as Civic Responsibility" with Bernice Johnson Reagon, Pete Seeger, Harry Belafonte and Holly Near
- Organized and led eight photographers for weeklong coverage of Clinton Presidential Library grand opening in Little Rock, Arkansas

## PUBLIC COLLECTIONS

- William Jefferson Clinton Presidential Library, Little Rock, Arkansas
- District of Columbia Arts & Humanities Commission, Washington, D C.
- South African National Gallery, Cape Town, South Africa
- King Arts Complex, Columbus, Ohio

## EDUCATION

- The Ohio State University, Columbus, Ohio Bachelor of Arts-Photography, 1974

## AFFILIATIONS

- Society for a Photographic Education
- The ExposureGroup-African American Photographers
- Delta Sigma Theta Sorority, Inc.
- Fotocraft Camera Club
- White House News Photographers Association

PHOTOJOURNALISM. COMMERCIAL PORTRAITS. WEDDINGS. PARTIES  
JOB PROJECTS. PORTFOLIOS

**EXPERIENCE**

**U.S. DEPARTMENT OF DEFENSE**, Washington, DC  
Office of the Secretary of Defense  
Taiwan Country Director, China Team, Asia & Pacific Security Affairs

02/06 - present

Taiwan policy advisor to the Assistant Secretary of Defense for Asia and Pacific Security Affairs. Coordinate U.S.-Taiwan defense policy with the NSC, State Department, American Institute in Taiwan, Joint Staff, U.S. Pacific Command, Defense Security Cooperation Agency, and Intelligence Community. Evaluate all foreign military sales to Taiwan. Monitor and assess intelligence community information on PRC and Taiwan military activities. Represent the Secretary of Defense at the U.S.-Taiwan Pol-Mil Talks, Monterey Talks, General Officer Steering Group, Defense Review Talks, Security Cooperation Talks, Missile Defense Dialogue, Han Kuang military exercises, and U.S. interagency meetings. Provide analysis, policy briefings, and recommendations to the Secretary, Deputy Secretary, and Under Secretary of Defense for Policy. *Top Secret Security Clearance (SCI)*.

**U.S. DEPARTMENT OF DEFENSE**, Washington, DC  
Office of the Secretary of Defense  
Korea Country Director, Korea Team, Asia & Pacific Security Affairs

06/03 - 02/06

North Korea policy advisor to the Deputy Under Secretary of Defense for Asia and Pacific Security Affairs. Coordinated U.S.-Korea policy with the NSC, State Department, U.S. Embassy Seoul, Joint Staff, and U.S. Pacific Command. Represented the Secretary at the Trilateral Coordination and Oversight Group (*i.e.* U.S., Japan, and S. Korea), the Beijing Six-Party Talks on N. Korea's nuclear program, and U.S. interagency meetings. Member of the Six-Party Talks negotiating team. Coordinated N. Korea policy with China, Japan, Russia, and S. Korea at the Six-Party Talks. Provided analysis, policy briefings, and recommendations to the Secretary, Deputy Secretary, and Under Secretary of Defense for Policy on N. Korean nuclear testing and missile tests.

**U.S. HOUSE OF REPRESENTATIVES**, Washington, DC  
Committee on Government Reform  
Professional Staff, Foreign Policy Oversight

01/01 - 03/03  
10/98 - 09/99

Chief foreign policy advisor to Committee Chairman. Responsible for Chairman's work on the Committee on International Relations and the Subcommittee on Asia and the Pacific. Analyzed the operation of U.S. Government organizations involved with the formulation and implementation of U.S. foreign and national security policy with the goal of improving their efficiency and management. Investigated Chinese espionage at U.S. nuclear laboratories. Organized hearings on executive branch disciplinary actions taken against Department of Defense China analysts. Reviewed DEA counter-narcotics programs in Asia and U.S. embassy security worldwide. Foreign policy focus: U.S.-China relations, North Korea's nuclear weapons program, U.S.-Taiwan security cooperation, Turkey-Greece relations, Cyprus, Pakistan-India conflict, S.E. Asian terrorism, and WMD proliferation.

**INTERNATIONAL REPUBLICAN INSTITUTE**, Jakarta, Indonesia  
Indonesia Governance Program Officer

10/99 - 12/00

Advised the Indonesian House of Representatives (DPR) General Secretariat how to develop an effective legal drafting division and improve DPR members' capacity to draft legislation. Developed programs for and instructed members of provincial and regency-level parliaments about legislative empowerment, legislative oversight, parliamentary procedure, transparency, privatization, ethics, and budgeting. These programs, which aimed to promote responsible government and democracy, targeted Jakarta, E. Java, W. Sumatra, Yogyakarta, S. Sulawesi and S. Kalimantan. Coordinated IRI programs with U.S. Embassy Jakarta and other in-country non-governmental organizations. Secured program funding through the U.S. Agency for International Development.

**MINISTRY OF FOREIGN AFFAIRS**, Tokyo, Japan  
Government of Japan

10/96 - 09/98

Researched Japan's foreign policy making process and Asia policies. The Second SE Asia Division's regional jurisdiction included Indonesia, Singapore, the Philippines, Thailand, Malaysia, and Brunei. Assisted Japan in providing financial and technical support to SE Asian nations impacted by the 1997 Asian financial crisis. Edited foreign policy speeches and correspondence for the Prime Minister, senior Ministry officials and the Imperial Family. Assisted drafting MOFA materials for the APEC forum 9th Ministerial Meeting and negotiating positions on collective security for the 2nd ASEAN Informal Summit. Prior to entering the Ministry, studied Japanese economy, politics, and government at the State Department's George Shultz National Foreign Affairs Training Center and studied the Japanese language full time for one year at Diplomatic Language Services.

U.S. HOUSE OF REPRESENTATIVES, Washington, DC  
Committee on International Relations  
Professional Staff, Subcommittee on Western Hemisphere

12/94 - 09/96

Latin America policy advisor to Subcommittee Chairman. Latin America portfolio included: Haiti, the Dominican Republic, Mexico, Panama, and South America. Responsible for Chairman's Asia work on the Subcommittee on Asia & Pacific Affairs. Translated Subcommittee's foreign policy agenda into actual U.S. foreign policy. Recommended and organized Subcommittee hearings. Analyzed all legislation introduced in Congress regarding Latin America and Asia. Drafted Chairman's hearing statements, questions, and legislation. Conducted fact-finding missions to Latin America. Prepared Committee briefings. Provided guidance to Subcommittee members. Subcommittee focus: Haiti, Mexican Peso Crisis, U.S.-Chile Free Trade Agreement, Panama, narcotics trafficking, Andean Trade Preferences Act, Cuba, and Venezuela. Asia focus: China, Taiwan, Japan, Korea, Pakistan, India, and Vietnam.

## EDUCATION

NORTHWESTERN UNIVERSITY, Evanston, IL  
BA in Comparative Politics. Focus on Foreign Policy. Minor in Economics

1983 - 87

## OTHER EXPERIENCE

Congressional Intern, Congressman Philip M. Crane  
Legislative Correspondent, Congressman Harris W. Fawell  
Legislative Director/Foreign Policy Aide, Congressman Dan Burton

Summer 1988  
07/88 - 05/89  
06/89 - 11/94

Available Upon Request. References: DoD/Congressional Travel History



**EXPERIENCE**

---

**Senator Edward M. Kennedy** **Washington, D.C.**

**Foreign Policy Legislative Assistant, May 2004-September 2009**

- Developed Senator's policy positions on the Middle East, Afghanistan, and Pakistan.
- Served as key liaison to Departments of Defense, State, Homeland Security, and USAID.
- Represented Senator's policy positions with Ambassadors and foreign dignitaries, Administration officials, NGO representatives, and the foreign policy community.
- Acted as chief strategist for Senator's policy portfolio on Latin America.
- Drafted questions for more than 100 Armed Services Committee hearings with Bush Administration officials.
- Secured approval of hundreds of millions of dollars of assistance to Iraq through the Bureau of Democracy, Human Rights, and Labor at the Department of State and the Bureau of Democracy, Conflict, and Humanitarian Assistance at USAID.
- Managed Senator's multi-million dollar Foreign Operations and Defense Appropriations agenda.
- Contributed to the drafting of the Senator's nationally televised speeches on the Iraq war.
- Communicated priorities through the media by writing op-eds and press statements, briefing reporters, and preparing Senator for interviews with national print, radio, and television journalists.

**The Marwood Group, September 2002 – September 2003** **Washington, D.C.**

**Government Relations Associate**

- Prepared five person government relations team for advocacy meetings for corporate and non-profit clients.
- Researched and wrote bi-monthly report to update 40 clients on legislative and regulatory health care issues.

**Felngold Senate Committee, January 2002 – June 2002** **Middleton, WI**

**Financial Assistant**

- Accounted for thousands of dollars in contributions.
- Ensured contributions complied with FEC laws and regulations.

**War on Want, February 2001 – May 2001** **London, England**

**Publications Assistant**

- Developed policy and wrote briefs on international social justice, poverty and human rights issues.
- Researched emerging international health, food, water, crises and wrote emergency fundraising appeals.

**EDUCATION**

---

**The George Washington University, May 2004** **Washington, D.C.**

**Elliott School of International Affairs**

Master of International Affairs

Foreign Policy Concentration

**University of Wisconsin- Madison, May 2002** **Madison, WI**

Bachelor of Arts

Double major in Political Science and International Relations

Regional Focus: Latin America

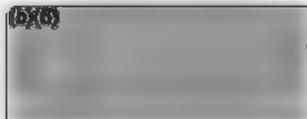
**Study Abroad, Boston University International Program, Spring 2001** **London, England**

**LANGUAGES**

---

Basic Arabic (Completed USDA Introductory Arabic I and II.)

Proficient in Spanish



# C. BRIAN FERGUSON

## *Experience*

### **United States Department of Defense—Pentagon**

*December 2005- October 2006*

*Special Assistant, Office of the Secretary of Defense – Washington, DC*

*Clearance: Top Secret/SCI*

- Supported the Principal Deputy Under Secretary of Defense in the management of national security policy
- Liaised between the Principal Deputy and the Policy organization of approximately 1,000 civilian and military employees as well as necessary components of the Department of Defense.
- Managed daily meetings, external activity, and senior staff organization. Regular duties include monitoring particular intelligence updates, current events, and major international developments.
- Seconded the Principal Deputy on both domestic and international official business.

### **Office of the Governor of Ohio**

*February 2005- December 2005*

*Federal Liaison – Washington, DC*

- Advised the Governor on the impact of pending House and Senate legislation related to homeland security, public safety, economic development, trade, housing, and defense.
- Developed legislative proposals on Capitol Hill with staff of the Ohio Congressional Delegation and staff within the Departments of Homeland Security, Defense, and State
- Represented the Governor in meetings with various state interest groups on federal matters of concern.
- Apprised the Governor's Administration of relevant federal activity pertaining to the State of Ohio.

### **The White House—Office of National Drug Control Policy (ONDCP)**

*September 2003-September 2004*

*Special Assistant for Intergovernmental Affairs – Washington, DC*

- Directed and established an Intergovernmental Affairs component within the agency. This entity became a primary liaison for ONDCP aimed at serving every major federal agency, all 50 state capitals, and the 25 largest metropolitan cities in the United States.
- Managed and planned ONDCP's largest event, The New England Governors Summit. The summit focused on illicit drug issues in New England and included six governors as well as hundreds of federal and state officials.
- Represented ONDCP around the country at state and local meetings regarding federal drug policy. Additionally, accompanied the Director to conferences and discussions relating to intergovernmental issues.
- Briefed the Director on priority matters of state and local concern.

### **Kenyan Grassroots Development**

*Summer 2003*

*Educational Outreach – Western Province, Kenya*

- Educated villagers and students about the growing AIDS/HIV pandemic on behalf of Intercommunity Development Involvement, a Kenyan grassroots organization.
- Promoted microeconomic enterprise within various women's organizations in the Western Province of Kenya.

## *Education*

### **The London School of Economics**

*London, United Kingdom*

*June 2007*

- Master of Sciences in International Political Economy, courses in Global Financial Systems, International Finance, and Money in the World Economy
- Dissertation: Assessing the Impact of Global Imbalances on US-China Relations

### **National Defense University**

*Washington, DC*

*October 2006*

- Student in the School for National Security Executive Education, focus on Homeland Security and National Security Decision-Making
- Coursework oriented toward professional staff from Capitol Hill, the executive branch, and the intelligence/national security community

### **Miami University**

*Oxford, Ohio*

*May 2003*

- Bachelor of Arts in Diplomacy & Foreign Affairs, Minor in history with focus in Economics.
- Member of the Miami University Honors Program. Awarded the McMicken Scholarship for Extracurricular Achievement and the University Honors Scholarship for Academic Excellence.

---

**EXECUTIVE PROFILE**

A decisive leader with unique and dynamic qualifications in strategic planning, operations, government liaison, labor relations, and financial management. Focused on execution and attainment of strategic goals through maximizing fiscal and personnel resources with an emphasis on turn-around operations.

---

**EDUCATION**

**University of Pennsylvania (0)**  
Master of Public Administration, Concentrating on Finance

**United States Military Academy - West Point (1994)**  
Bachelor of Science, Major in Philosophy; Minor in Industrial Engineering

**United States Military Academy Preparatory School (1990)**

---

**MILITARY SCHOOLS**

U.S. Army Ranger School, Infantry Officer Basic Course, Airborne School, Unit Movement Officer Course, Air Movement Officer Course, Master Fitness Trainer Course, numerous service schools.

**PROFESSIONAL EXPERIENCE****Deputy Secretary, PA Department of Labor and Industry.**

Appointed by the Governor of Pennsylvania. Serve as the Chief Operating Officer (COO) for the division of Safety and Labor Management Relations. Plans and directs all aspects of the organization's operational policies, objectives, and initiatives. Responsible for the attainment and development of all short- and long-term financial and operational goals. Accountable for the daily supervision of over 297 people and a budget over \$25 million. Oversee the five bureaus of Mediation, Occupational and Industrial Safety, PENNSAFE, Labor-Management Cooperation, and Labor Law Compliance to formulate a strategy to protect employers, workers, and the public from various hazards and develops policies and programs to increase economic development through labor-management cooperation in both the private and public sectors. JUN02-Present

- Planned and executed turn-around operation for the Bureau of Labor Law Compliance. Completely restructured the bureau to include regional offices; automated the tracking and enforcement of the all labor laws- over 180,000 complaints a year; reduced compliance response by 50%
- Strengthened labor-management relations across the Commonwealth of Pennsylvania through outreach and personal interaction; oversaw the negotiations (collective bargaining agreements) of the 501 school districts and over 3400 municipalities. Only 21 private sector strikes out of 316,000 private corporations
- Developed training program for all new investigators; implemented a professional leadership training for all managers and directors; reduced over all division costs by 10%

**Assistant to the Deputy Chief of Staff, Office of the Governor of Pennsylvania.**

Function as a liaison between the Governor and the State's 53 Agencies and Commissions (over 80,000 personnel). Assist the Deputy Chief of Staff in managing the daily operations of the Governor's five regional offices. Direct and aid in the development and execution of policies such as economic and workforce development, PA homeland security, military and veteran affairs, and general government management. OCT01-MAY02

- Assist in the development and management of emergency response/strategic plan for the security and protection of the vital and critical infrastructure in Pennsylvania immediately following the September 11, 2001 terrorist attacks
- Aid in the economic development of Pennsylvania; participated in creating a recruitment, marketing, and training and education plan to keep young adults/recent college graduates in Pennsylvania - \$8M package; Assisted in talks with US Airways concerning \$170M maintenance facility and regional jet service, point man on behalf of Governor on the US Steel federal 201 investigation
- Served as member on host committee's of the Army/Navy Game and the X-Games; involved with negotiation to bring both events to Pennsylvania an economic impact of over \$325M over 7 years

**Special/Executive Assistant to the Lieutenant Governor of Pennsylvania.**

Serve as a point man for the Lieutenant Governor on issues such as: technology, business development, and the State Enterprise Resource Planning initiative (B2B); assist in writing event and daily briefings; and for maintaining apprised of the political activity within the state. Assist in overseeing the Pennsylvania Emergency Management Agency in which the Lieutenant Governor is Chairman. Direct the daily operations of the Lieutenant Governor regarding all travel, official events, and correspondence. Assist in designing and implementing a statewide outreach program.

- Member of Statewide Enterprise Resource Planning Steering Committee. Assist in developing B2B transition for the 53 agencies and commissions within the state government included core functions of: budget, payroll, HR, financial management, and procurement

**Candidate for the Pennsylvania General Assembly, 37<sup>th</sup> Legislative District.** Responsible for setting up a personal political action committee, soliciting funds, communicating and articulating a message, built and created a campaign organization, 21 full time volunteers. Finished third out of a field of seven. MAY99-APR00

**Assistant Strategic Planner and Briefing Writer.**

Plan and direct Emergency Readiness Exercises for the four divisions and twelve separate brigades within the XVIII Airborne Corps, America's Strategic Response Force (over 85,000 soldiers); assist in the preparation of strategy and plans for Contingency Operations deploying US troops throughout the world. Also, prepare and write the Corps Capabilities Briefing for the Corps Commander, a Lieutenant General. JUL98-MAR99.

- Developed and designed briefings depicting the capabilities of the entire XVIIIth Airborne Corps; Assisted Corps Commander with briefings to US Senators, Congressman, and Foreign and Domestic Dignitaries
- Planned and successfully executed three Emergency Readiness Drills to separate Army Divisions and Brigades with in the Corps

**Battalion Logistical and Financial Officer.**

Senior Executive responsible for overseeing and executing all support and logistical operations for a 750 man Airborne Battalion, within the 82d Airborne Division. Develop all policies and execute operations dealing with transportation, maintenance, medical, food, housing, ammunition, and air items. Direct the organization's financial policies. Oversee the financial functions including accounting, purchasing, forecasting a budget, and asset management over \$100 million. Supervised a staff of 5 and a support platoon of 29. NOV96-APR98.

- Deployed a 750 man airborne battalion over 900 miles through: 11 aircraft and 202 vehicles for 17 days. Personally responsible for the planning and execution of the deployment
- Personally developed an accounting system for budget functions and asset management
- Successfully oversaw the logistic preparation of five deployment training exercises for the battalion receiving a 100% score on each.

**Rifle Platoon Leader.**

Responsible for the training, welfare, fitness, and discipline of a 37 man Airborne Platoon, within the 82d Airborne Division. Ensured that the platoon was technically and tactically proficient, prepared to deploy anywhere in the world by parachute assault within 18 hours. JUN95-APR96.

Other Military Duties and Assignments Included: Battalion Assistant Operations Officer, Support Platoon Leader, Energy Conservation Officer, and Environmental Compliance Officer.

**INTERNS****The Pentagon, Office of the Director of Personnel, Human Resources Department, Washington, D.C.**

Aided in the development of the U.S. Army health and physical fitness plan, participated in Senate Hearings concerning women in the military. JUN92-JUL92.

**U.S. Army Personnel Command, Casualty and Memorial Affairs, Alexandria, Virginia.**

Responsible for tracking U.S. Army Casualties throughout the world, responded to correspondence from veterans and family members concerning Prisoners of War, soldiers Missing in Action, and soldiers Killed in Action during U.S. conflicts and wars. JUN93-JUL93.

**POLITICAL EXPERIENCE**

Office of Advance: Assist in advance work for U.S. President George W. Bush, 2001.  
Policy and Media Advisor: Brigadier General Bob Neitz USAF (ret), VA State Senate, 1999.  
Campaign Advisor: Mr. Joseph Madenspacher, Judge of the Court of Common Pleas, 1999.  
Cumberland County, NC Coordinator: US Senator Lauch Faircloth, re-election team. Hired on the DC staff 1998.  
Campaign Advisor: Bill Castor, US Congress (NC), 1996.  
Campaign Advisor: Rep. Mia Morris, NC-State Representative, 1996 and 1998.  
Campaign Advisor: Councilman Wick Smith, Fayetteville, NC City Council, 1997.  
Volunteer Work for Goerge Bush for President, 1988

**HONORS**

Awarded three Army Commendation Medals (1990, 1997, 1999), three Army Achievement Medals (1989, 2 in 1995), the Humanitarian Service Medal (1996), the Army Good Conduct Medal (1991), Expert Infantryman Badge, British Airborne Badge, US Airborne Badge, US Army Ranger Tab

**BOARDS**

Former Ex-Officio member: PENNSAFE advisory board, Governor's Award for Safety Excellence Review Board, Philadelphia Area Labor Management Council

**AFFILIATION**

Member: St. Leo the Great Catholic Church, Association of the United States Army, 82d Airborne Association, the National Office of Policy Analysis and the Strategic Studies Institute, National Association of Government Labor Officials, Demolay, Lambda Chi Alpha Fraternity

**HOBBIES**

# BRIAN J. FIELD

## PROFESSIONAL PROFILE

- Publications include: *Using and Abusing the Financial Markets: Money Laundering as the Achilles Heel of Terrorism*, UNIVERSITY OF PENNSYLVANIA JOURNAL INTERNATIONAL ECONOMIC LAW; and *Snatch-and-Grab Ops: Justifying Extraterritorial Kidnapping*, UNIVERSITY OF IOWA JOURNAL OF TRANSNATIONAL LAW AND CONTEMPORARY PROBLEMS.
- Cited for work as Research Assistant in the UNIVERSITY OF MICHIGAN JOURNAL OF LAW REFORM and the UNIVERSITY OF FLORIDA JOURNAL OF INTERNATIONAL LAW.
- Federalist Society of Law and Policy, Case Western School of Law Chapter, Treasurer.
- One of a small group of law students nation-wide selected to write briefs and memoranda for the United States Coast Guard, the Department of Defense Office of Military Commissions regarding the status of Guantanamo Bay detainees, and the Iraqi High Tribunal.
- Capitol Hill Experience.
- Cum Laude graduate of Messiah College and J.D. from Case Western School of Law (expected May 2007).

## WORK

**Institute for Global Security Law and Policy, Cleveland, OH** **March 2006-Present**  
*Research Fellow in Terrorism and Homeland Security*

- Advised Members of Congress on the legal issues relating to military commissions, detainee status, and acceptable interrogation methods.
- Advised the Department of Defense on *Hamdan's* implications for the future of the Guantanamo Bay Military Commissions.
- Directed negotiations with the U.S. Coast Guard to implement a memorandum of understanding enabling the Institute for Global Security to provide legal research and policy advice for the USCG on Homeland Security issues.
- Designed and implemented a homeland security course at Case School of Law.
- Researched and wrote memoranda, articles, and white papers on complex questions of international terror financing, money laundering, coercive interrogation, and extraterritorial kidnapping.

**Office of the United States Attorney, Northern Dist. of OH, Cleveland, OH** **August 2006-December 2006**  
*Extern*

- Performed civil litigation tasks including drafting briefs and motions, trial preparation, and deposition development on issues of bankruptcy, the False Claims Act, the Federal Tort Claims Act, tax foreclosure, and immigration.

**City of Chicago, Department of Law, Chicago, IL** **May 2005-August 2005**  
*Law Clerk*

- Responsibilities included drafting of motions and briefs, developing trial strategy and preparation, legal research and writing, investigation, conducting daily court calls in the Circuit Court of Cook County, and media relations. Many projects handled involved research and brief writing on issues of first impression for Illinois Courts.

**U.S. Senator Rick J. Santorum (R-PA), Washington, DC** **September 2002-December 2002**  
*Intern*

- Assistant to Legislative Aide on issues of immigration, education, welfare, and the armed services. Responsibilities included reporting on Congressional briefings, legislative research, and writing briefing books.

## EDUCATION

**Case Western Reserve University School of Law, Cleveland, OH** **August 2004- May 2007**  
J.D. expected 2007 (Certificate in International Law); GPA: 3.20/4.00

**Messiah College, Grantham, PA** **August 2000-May 2004**  
B.A., *cum laude* 2004; Major: Political Science, Minor: Music.

## AWARDS AND ACTIVITIES

- *Deans Honor List*, Fall, 2000 and Fall 2004; Provost Scholarship; CALI Excellence Award for the highest grade in two classes: Counterterrorism Law and Terror Prosecution Lab; College Republicans; Federalist Society of Law and Policy

# CHRISTOPHER J. FILICIELLO

## EDUCATION

### UNIVERSITY OF KENTUCKY

B.A. in Integrated Strategic Communications (Public Relations)

Lexington, KY

Degree Received May 2004

- Member of UK Advertising Team awarded first place in a American Advertising Foundation competition, 2004

## WORK EXPERIENCE

### THE WHITE HOUSE, MANAGEMENT AND ADMINISTRATION

Deputy Associate Director

Washington, DC

October 2006 - Present

- Administrator of parking logistics for over 700 White House commuters
- Direct liaison between the U.S. Secret Service and White House staff concerning parking issues
- Overseer of distribution, documentation, and security of all presidential trinkets and jewelry
- Manager of photo jumbo frames, Metro subsidy requests, and FOB access cards

### U.S. DEPARTMENT OF LABOR, OFFICE OF THE SECRETARY

Public Liaison Staff Assistant (Schedule C Political Appointment)

Washington, DC

June 2005 - October 2006

- Researched and drafted briefing papers for Secretary Elaine L. Chao and senior staff
- Created and managed a strategic calendar of events for suggested Secretarial travel
- Represented the Department at interagency meetings and outreach events

### INTERAGENCY HURRICANE KATRINA RELIEF, DETAIL

Assistant to FEMA Public Information Officer & Region Six Spokesman

Baton Rouge, LA

September 2005

- Coordinated for daily press conferences for domestic and international media, and escorted reporters on site visits

### 55<sup>TH</sup> PRESIDENTIAL INAUGURAL COMMITTEE

Events Volunteer

Washington, DC

December 2004 - January 2005

- Served as Personal Assistant to the Site Manager of the Inaugural Military Gala, Serving Those Who Serve
- Managed VIP room for special Inaugural Ball guests and operated as a first point of contact for Inaugural invitees

### REP. TOM FRENEY (R-FL)

Capitol Hill Intern

Washington, DC

December 2004 - March 2004

- Led tours of the Capitol, drafted letters to constituents, and prepared research for legislative staff
- Provided support in constituent communications

### COLLEGE REPUBLICAN NATIONAL COMMITTEE

Field Representative

Philadelphia, PA

August 2004 - November 2004

- Directed recruitment and mobilization of over 1,753 youth volunteers who provided extensive support to the Bush-Cheney 2004 campaign in Pennsylvania, including phone banks, door to door, and rallies
- Managed hundreds of volunteers in grassroots activities; and trained student leaders in political technology
- Liaised between campaigns, the CRNC National Headquarters, and 11 College Republican chapters

### U.S. DEPARTMENT OF DEFENSE, MARINE CORPS HEADQUARTERS

Public Affairs Intern

Washington, DC

Summer 2002 & 2003

- Provided support to the Marine Corps Spokesman; invited to return for a second summer

## LEADERSHIP

### GEORGE ALLEN FOR SENATE (R-VA)

Grassroots Coordinator (Volunteer)

Arlington, VA

June - November 2006

- Recruited several hundred new volunteers and personally coordinated weekly for their participation in activities
- On own initiative, recruited and coordinated logistics for over 20 Young Republicans from Arlington County to travel to Virginia Beach, VA to campaign on behalf of Senator George Allen and Congresswoman Thelma Drake
- Assisted the Republican Party of Virginia Northern Virginia Field Director in event planning and coordination

### ARLINGTON-FALLS CHURCH YOUNG REPUBLICANS

Grassroots Coordinator

Arlington, VA

June 2006 - Present

- Recruited volunteers in support of local Republican candidates; trained activists to be more effective
- Organized a Young Republican Volunteer Night every Tuesday at Allen for Senate Headquarters for mailings

### ERNIE FLETCHER FOR GOVERNOR & ALICE FORGY KERR FOR CONGRESS (R-KY)

Campaign Volunteer

Lexington, KY

Spring 2004 & Fall 2003 & 2004

- Mobilized over 30 72-Hour Task Force volunteers for Sen. Alice Forgy Kerr for Congress
- Led over 25 students in 72-Hour Task Force activities for Dr. Ernie Fletcher for Governor

### THE LEADERSHIP INSTITUTE

Youth Leadership School

Washington, DC

Completed Summer 2003 (3 Days)

- Studied how to establish, coordinate, and grow successful, campaign-oriented organizations on college campuses

---

## Summary of Qualifications

- Strategic policy advisor – reported directly to Multinational Force – Iraq Commanding General. Government of Iraq leaders, senior US government officials and members of Congress with intelligence and counterterrorism analysis.
- Decorated combat leader – proven record of accomplishment leading soldiers in combat and managing executive-level initiatives for strategic effects.
- Polished verbal and written communicator – comfortable writing and discussing complex issues to senior executives of the US government, corporate executives and national media.

---

## Overview of Professional Experience

### *Human Terrain Analysis Program Manager*

*March 2009 – Present*

- Direct operations support and training for deployed teams, briefing program efforts to Army leadership, coordinating technology development to enable knowledge management and information sharing with external agencies.

### *National Security Strategic Consultant*

*October 2007 – February 2009*

- Founded consulting company to provide national security expertise to aid corporate executives in strategy and business development. Directed federal business development for multinational telecommunications technology firm.

### *Veterans Surrogate for Obama Presidential Campaign*

*July 2008 – November 2008*

- Served as representative for Presidential campaign, speaking to national media and audiences at town-hall meetings, writing opinion pieces and providing analysis on national security, as well as Veterans issues.

### *Iraq Policy Advisor to Select Members of Congress*

*August 2007 – October 2007*

- Congressional advisor for Iraq War; provided analysis to three Members of Congress and their staffs for the development and refinement of Iraq policy, including analysis papers and preparation for delegations overseas.

### *Officer, United States Air Force*

*May 2000 – July 2007*

- Command intelligence briefer for Generals Casey and Petraeus, Commanding Generals of Multinational Forces-Iraq, developed and presented strategic intelligence analysis daily to US and Iraqi government leaders.
- Intelligence analysis team leader; liaised directly with tactical field units and interagency intelligence task forces across Iraq and Southwest Asia; presented briefings and analysis to executive-level policy makers.
- Tactical unit liaison to Joint Special Operations Command (JSOC), responsible for tactic, technique and procedure development, and intelligence support; handpicked to brief the Secretary of the Air Force on emerging concepts.
- Military Deception Officer: organized sensitive military information operations, coordinated deployments of assets, and crafted strategic communications messaging in support of global war on terrorism operations.
- Commander of combat-ready, 18 person unit and \$500K of special technology; directed intelligence and targeting for F-117A stealth fighter squadron; coordinated weapons solutions for high value, heavily defended targets.
- Air Force Foreign Area Officer (FAO) for the Middle East and North Africa; military foreign affairs expert and graduate of Arabic language and culture immersion training.
- Air Force Fighter Pilot; attended prestigious Euro-NATO Joint Jet Pilot Training and USAF Introduction to Fighter Fundamentals courses – awarded USAF pilot wings in October 2001.

---

## Education / Language Skills / Volunteer Work

- BS – Political Science; Minor – Arabic, US Air Force Academy (May 2000) – Distinguished Graduate
  - MA Candidate – Georgetown University Security Studies Program (enrolled to begin part-time in August 2009)
  - Truman National Security Project Fellow (June 2009 – June 2010)
  - Spanish – Fluent Proficiency; Arabic – Moderate Proficiency
  - Lead – New Programs, Veterans Green Jobs (February 2009 – Present)
-

# LINDSEY FINCH

---

## EDUCATION

---

**Sewanee: The University of the South, Sewanee, Tennessee**

Bachelor of Arts degree, May, 2007

Major: Economics      Concentration: Education

**Université de Grenoble, Grenoble, France**

Studied French through the American Institute of Foreign Studies, Summer 2002

## EXPERIENCE

---

**Office of the Secretary of Defense for Protocol, The Pentagon**

**Protocol Officer**

*July 2007 to Present*

- Orchestrated countless Heads of State and Secretary of Defense counterpart visits to the Pentagon.
- Planned and professionally executed several Presidential meetings and events, the dedication of the Pentagon's ANZUS Corridor, a Naturalization Ceremony for members of the U.S. Armed Forces, and several Defense Ministerial meetings.
- Currently serve as the lead Protocol Officer for the upcoming September 11<sup>th</sup> Pentagon Memorial Dedication, which will be attended by more than 17,000 people, including current White House, Department of Defense, Cabinet, and Congressional Leadership.

**Intern**

*Summer 2006*

- Worked closely with a non-career SES and Schedule C appointees to assist with the planning of all details for daily meetings, luncheons and events.
- Required to possess political sensitivity in order to prepare for the arrival of foreign and U.S. delegates to the Pentagon.
- Collected and organized responses from 600 guests for the groundbreaking ceremony for the September 11<sup>th</sup> Memorial at the Pentagon.

**The Sea Island Company Junior Staff, Sea Island, Georgia**

**Leader**

*Summer 2005*

- Responsible for the assignment of 4-5 counselors to 25 children and the scheduling and planning of all daily camp activities.

**Counselor**

*Summer 2004*

- Responsible for the safety and entertainment of 3-4 children.
- Each summer:
- Assisted with family and children's activities during evenings and weekends.
  - Provided hospitality for guests.

## LEADERSHIP AND COMMUNITY INVOLVEMENT

---

**Phi Kappa Epsilon Sorority (local), 2004-present; Second Vice President, 2006-07; Inter-Sorority Council Representative, 2005-06; Historian, 2004-05; Pledge Class Vice President, 2004**

**Big People for Little People, 2004-present; Senior Leader, 2006-07**

- Mentored local elementary school students.
- One of four leaders in charge of scheduling and coordinating group activities for over 200 college and elementary school students.

**Orientation Committee, 2006-2007**

- Planned and executed orientation activities for incoming new students.
- Served as one of 20 students responsible for working closely with the Dean of Students' Office to completely revise this year's program.

**Student Alumni Leadership Council, 2006-2007**

- Chairman of the Senior Gift Campaign, established to manage all aspects of fundraising among classmates.
- Selected by the Office of Alumni Relations as one of 45 seniors to participate in a program covering the University's strategic priorities, budgeting process and governance in order to become a more active and informed future alumni volunteer.

**Member, College Republicans, 2006-present**

- Encourage Sewanee students to support Republican candidates in local and national elections.

## Jamie Findlater

(b)(6)

### Work Experience

#### **The White House, Office of Media Affairs (Washington, DC)**

January 2006-Present

##### *Assistant to the Director of Media Affairs*

Communicate regularly with regional press and facilitate access to local White House events. Coordinate logistical details and distribute credentialing information for President's regional travel and events. Monitor and compile regional news/editorial coverage of the President to create briefing information for senior staff. Conduct research pertaining to reporter inquiries. Plan conference calls for targeted regional editors to preview Presidential speeches. Maintain and manage media lists, photo and interview requests and conduct necessary vetting. Responsible for hiring, managing and assigning intern projects.

#### **The Office of Chairman Duncan Hunter (Washington, DC)**

January 2005-December 2006

##### *Legislative Correspondent*

Attended briefings for the Legislative Director. Met with constituents and interest groups on behalf of the Chairman and subsequently briefed the Legislative Director. Managed and authored all office correspondence for issues handled by the Chief of Staff and Legislative Director to constituents. Maintained the office computer system. Hired and managed interns.

#### **The Office of Chairman Duncan Hunter (Washington, DC)**

March 2004-December 2004

##### *Staff Assistant*

Conducted research for legislative staff and constructed correspondence. Organized committee and campaign events for the Chairman. Served as DC liaison for the district based Press Secretary: scheduled press for the Chairman, compiled and distributed daily press clips and background information, maintained a workable database of media contacts and issue area files. Scheduled and conducted tours, greeted constituents, and managed mail distribution.

#### **The White House, Office of Management and Budget (Washington, DC)**

September 2003-December 2003

##### *Communications/ Public Affairs Intern*

Directed and researched press inquiries. Processed and scheduled interviews, press conferences, and press briefing conference calls with Senior Administrative Officials. Put out press releases, Statements of Administrative Policy, and daily media clips regarding issues such as the 2003 Iraq Supplemental, Competitive Sourcing, and E Government Initiatives.

#### **Evans, Hardy, and Young (Santa Barbara, CA)**

January 2003-June 2003

##### *Public Relations/ Advertising Intern*

Co-Managed media outreach and organization of a Chicago Luncheon Event on behalf of Idaho potatoes health benefits campaign. Created and revised presentation materials for clients. Researched new ways to better target appeal. Wrote and revised press releases to attract media contacts.

### Experience Highlighted

Managed press access and supervised the preparation of briefing materials for White House Radio Day event. National and regional radio stations nationwide were invited to the White House to conduct interviews with Cabinet Officials and White House senior staff. Responsible for orchestrating extraneous details surrounding the event, including contacting and scheduling time with officials and facilitating success of the event as it progressed.

Normal day to day activities of the regional press office center on arranging the details of press coverage of the President's regional travel. Regularly maintain responsibility for pre-planning, coordinating press and travel arrangements for Spokesmen, and monitoring coverage of the event after it is complete.

Facilitated the organization of events for Chairman Hunter including a reception for Inauguration 2004 and a press conference for the release of a new border security bill. Managed guest lists, monitored press access and coverage of events, and constructed presentation materials for events and speeches. For a specific floor speech, researched facts regarding the border region, and created visuals detailing the danger of drug cartel coming across the border in an effort to illustrate the need for policy and infrastructure reform.

### Education

University of California, Santa Barbara

Communications B.A., Professional Writing Minor

Volunteer Experience: Bush-Cheney 72 Hour Campaign October/November '04, '06

---

## WORK EXPERIENCE

---

### Office of Personnel Management, Washington, DC

December 2005 to Present

#### *Special Assistant & Scheduler to the Director*

- Coordinate logistics and create and compile briefing materials for the Director's travel and speaking engagements.
- Schedule internal and external meetings for the Director.
- Assist Director and senior staff with special projects, with particular emphasis on reports and presentation materials.

### Capital Life Church, Rosslyn, VA

January 2007 to Present

#### *Administrator (part-time position)*

- Manage operations of the church (congregation size of approximately 225 persons), ensuring that all aspects are operative, while maintaining focus on areas of growth and improvement.
- Lead and manage a leadership team of 12 people and have oversight to a volunteer base of approximately 60 people.
- Oversee logistics of church services and various organization-wide events.

### Department of Defense

#### United States Air Force, The Pentagon, Washington, DC

May 2005 to December 2005

#### *Confidential Assistant to the Air Force General Counsel*

- Coordinate all activities for the General Counsel including travel, schedule and workflow.
- Act as office manager; develop and oversee the implementation of procedural and administrative policies within the divisions of the Air Force General Counsel offices.
- Serve as liaison between the General Counsel, its seven divisions and all offices within DOD.
- Previously served as the Confidential Assistant to the Principal Deputy General Counsel.

### Executive Office of the President

#### The White House, Washington, DC

October 2002 to May 2005

#### *Staff Assistant, Office of Presidential Personnel*

- Interview and review qualifications of candidates who are being considered for appointment by the President to serve on boards and commissions; manage the candidacy and Senate nomination process of those being considered for appointment.
- Assisted in resolving personnel issues pertaining to 240 Presidential appointed boards and commissions; primary point of contact to over 1,200 Presidential appointed commission members; prepare briefings for bi-weekly personnel meetings with the President and Senior Staff.
- Advise and assist a Special Assistant to the President of Presidential Personnel

### Stevens Reed Curcio & Company, Arlington, VA

August 2002 to October 2002

#### *Production Assistant*

- Coordinated logistical aspects of video shoots for staff and political candidates.
- Assisted in the production of campaign advertisements for Republican candidates in House, Senate, and gubernatorial races and ensured proper distribution on television and radio.

### Traditional Values Coalition, Washington, DC

May 2002 to August 2002

#### *Intern*

### United States Senator James Inhofe, Tulsa, OK

September 2001 to April 2002

#### *Intern*

---

## OTHER POLITICAL & VOLUNTEER ACTIVITIES

---

72 Hour Task Force Volunteer, Republican National Committee, Buffalo, NY, November 2006

Volunteer, George Allen for Senate Campaign, October - November 2006

Community Outreach Director, Capital Life Church, September 2005 - November 2006

Jerry Kilgore for Governor Volunteer, October - November 2005

Children's Director, Capital Life Church, February 2003 - May 2005

72 Hour Task Force Volunteer, Republican National Committee, Oshkosh, WI, November 2004

Member, College Republicans, September 2001 - May 2002

---

## EDUCATION

---

Bachelor of Science, Business Management, May 2002

Oral Roberts University, Tulsa, OK

---

## EXPERIENCE

### **NATIONAL SECURITY COUNCIL, Washington, DC**

#### **Director for Counterproliferation Strategy** April 2008-Present

- Supports the Assistant to the President for National Security Affairs and Deputy National Security Advisor in matters pertaining to the formulation, coordination, and implementation of U.S. Government policy towards Counterproliferation Strategy.
- Plans, directs, and coordinates the development of policies relating to U.S. Counterproliferation Strategy towards missiles (including missile defense), Iran, Syria, proliferation finance, chemical weapons, and other issues.
- [REDACTED]

### **OFFICE OF THE SECRETARY OF DEFENSE, Washington, DC**

#### **Assistant for Transnational Threats Policy** January 2007-April 2008

- Represented the Office of the Secretary of Defense in interagency decision-making fora and on delegations to international consultations and meetings.
- Formulated U.S. export control policy to prevent the proliferation of missiles and nuclear, chemical, and biological weapons including U.S. policies toward the Missile Technology Control Regime, Nuclear Suppliers Group, and Australia Group.
- Developed DoD policy on transnational issues, including international energy security.

### **OFFICE OF THE SECRETARY OF DEFENSE, Washington, DC**

#### **Assistant for Nonproliferation Policy** February 2005-December 2006

- Represented the Office of the Secretary of Defense in interagency decision-making fora and on delegations to international consultations and meetings.
- Oversaw Department of Defense implementation of the Biological Weapons Convention and Chemical Weapons Convention by the Military Departments and Combatant Commands.
- Formulated policy on nonproliferation of chemical and biological weapons and developed diplomatic and legislative strategies for implementation of U.S. government policy regarding the Biological Weapons Convention and the Chemical Weapons Convention.
- Participated in working-level negotiations on behalf of the United States during the November/December 2006 Sixth Review Conference of the Biological Weapons Convention in Geneva, Switzerland.

### **55<sup>th</sup> PRESIDENTIAL INAUGURAL COMMITTEE, Washington, DC**

#### **Portfolio Manager, Finance Department** December 2004-January 2005

- Managed a portfolio of personal and corporate Inaugural underwriters and sponsors who donated \$250,000 and \$100,000.
- Acted as Inaugural Committee liaison to underwriters and sponsors, ensuring that their needs were met and requests fulfilled during Inaugural week.

### **REPUBLICAN NATIONAL COMMITTEE, Washington, DC**

#### **Research Analyst, Research Department** October 2004-November 2004

- Coordinated recruitment, training and deployment of over eight hundred volunteer Election Day polling place observers for the Ohio Help America Vote Act (HAVA) initiative in Cuyahoga County.
- Managed an Election Day staff of one hundred volunteer lawyers and researchers.
- Coordinated activities with Cuyahoga County political figures, Board of Elections officials,

attorneys, and campaign staff.

- Served as the key contact for campaign officials in Columbus on Election Day HAVA activities in Cuyahoga, Medina, and Lorain counties.

#### **COUNCIL ON FOREIGN RELATIONS, Washington, DC**

**Research Associate, Europe and National Security** July 2002-September 2004

- Coordinated CFR Task Force on Transatlantic Relations chaired by Henry Kissinger and Lawrence Summers and release of report on *Renewing the Atlantic Partnership*.
- Research related to America's "grand strategy," post-9/11 U.S. foreign policy, and the development of the European Union.
- Monitored developments, crises, and emerging trends in transatlantic relations; provided background for press interviews.
- Organized meetings of Working Group on Transatlantic Relations and the Roundtable on National Security and drafted reports summarizing findings.
- Maintained budgets for three Council fellows.

#### **AMERICAN ENTERPRISE INSTITUTE, Washington, DC**

**Research Intern, Office of Joshua Muravchik** September 2001-April 2002

- Research related to the history of socialism, terrorism, and American foreign policy.

#### **THE WORLD BANK, Washington, DC**

**Team Assistant/Office Assistant** June 1999-Sept. 2001 and Sept. 1996-Aug. 1998

- Evaluated extensions and reallocations for two thousand grants totaling more than \$1 billion under Japan's Policy and Human Resources Development (PHRD) Fund.
- Prepared data and edit copy for the *PHRD Annual Report*.
- Responded to requests from management and donor country for Fund information.
- Developed new oversight requirements and policy memos to define regional accountabilities.
- Used Access and Excel to track information, monitor trends, and prepare reports.

#### **U.S. EMBASSY, London, United Kingdom**

**Intern, Office of the Counselor for Labor Affairs** January-May 1999

- Researched and drafted cables to the U.S. State Department on British legislation and current issues.
- Tracked daily news and events on social legislation, unemployment, and trade unions.
- Planned receptions and special events for VIPs from Washington.
- Held Secret security clearance.

#### **U.S. CONGRESS, Washington, DC**

**Legislative Intern, Office of Senator Rick Santorum** January-May 1997

- Conducted research, tracked legislation and drafted correspondence on Foreign Affairs and National Security issues for the Senator.

### **PUBLICATIONS**

"The Desecration Wagon," *National Review Online*, August 25, 2004.

"Religious Differences," *Tech Central Station*, July 29, 2004.

Review of *Thirty Days: An Inside Account of Tony Blair at War*, *The Weekly Standard*, May 24, 2004.

"The New Imperatives of Non-Proliferation," *Tech Central Station*, May 20, 2004.

"Bush's Youthquake: September 11 is this generation's Vietnam," *National Review Online*, May 13, 2004. Reprinted as, "The Bush Youthquake," *The New York Sun*, May 14, 2004.

"Europe Issue Brief," with Charles Kupchan, *Council on Foreign Relations Campaign 2004* ([www.cfr.org/campaign2004/](http://www.cfr.org/campaign2004/)), January 2004.

Review of "*A Problem from Hell*" *America and the Age of Genocide*, *The Weekly Standard*, October 6, 2003.

Review of *Ciao, America! An Italian Discovers the U.S.*, *The Weekly Standard*, June 30, 2003.

## EDUCATION

**GEORGETOWN UNIVERSITY**, School of Foreign Service, Washington, DC

**Master of Arts** German and European Studies, May 2002

**GPA:** 3.7/4.0. Concentration in Transatlantic Relations. Coursework included: Economics of European Integration, European Union Defense and Foreign Policy Issues, Contemporary German Politics, Twentieth Century History of France, Americanization of Europe, and Modern European History. M.A. Paper: *Transatlantic Relations and Intervention in the Former Yugoslavia*

**AMERICAN UNIVERSITY**, School of International Studies, Washington, DC

**Bachelor of Arts** *magna cum laude*, Honors Program, International Studies/Political Science, May 2000

Thesis: *Adenauer's Foreign Policy: A Foreign Policy for Half a Century*

*Dean's List, Phi Beta Kappa Honor Society*

**World Capitals Program in London**, United Kingdom, January-May 1999

British and European Politics, Media, and Theater.

**World Capitals Program in Berlin**, Germany, August-December 1998

German language, Politics, History, and Foreign Policy.

## SKILLS

**Leadership:** Vice President of Center for German and European Studies Alumni Association (2002-2004). Co-chair of the 2002 Center for German and European Studies Academic Conference.

**Honors:** 2006 Atlantik Brücke Young Leader, 2006 Bucerius Summer School Participant, 2004 German Marshall Fund Manfred Wörner Fellow, 2004 Aspen Institute Berlin Young Leaders Program Participant.

**Memberships:** International Institute for Strategic Studies.

**Foreign Languages:** ██████████

Interests include book collecting, politics, theater, and travel to Europe and the Middle East.

# LINDSEY W. FORD

## EDUCATION

**Master of Public Affairs**, August 2008  
LBJ School of Public Affairs, GPA 3.97  
The University of Texas at Austin

**M.A. in Asian Studies**, August 2008  
The University of Texas at Austin  
Study Abroad: Beijing, China

**B.M. in Vocal Performance**, 2000  
Samford University, Birmingham, AL  
*magna cum laude*, GPA 3.83

## PROFESSIONAL EXPERIENCE

### **Consultant**

Sept. 2008 - Present

Center for a New American Security – Washington, D.C.

- Draft and edit reports on U.S. foreign policy in East Asia, including the U.S.-ROK alliance and U.S. military relations with China.
- Plan and coordinate logistics for Track Two and Track 1.5 Strategic Dialogues with Asian allies.
- Evaluate historical trends in defense and international affairs appropriations for research project on "Restoring Civilian Capacity."

### **United Nations Policy Intern**

May 2007 – Dec. 2007

United Nations Development Agency for Women, East and Southeast Asia Regional Headquarters – Bangkok, Thailand

- Assisted with the development of project and funding proposal on *Youth, Employment and Migration* for UN Country Team in China.
- Researched and wrote baseline reports assessing human rights laws and implementation of the CEDAW in five Asian countries.
- Created regional performance measurement matrix to measure effectiveness of the CEDAW Southeast Asia project.
- Prepared strategy paper for UNIFEM headquarters analyzing current trends and obstacles in UNIFEM's regional projects.

### **Graduate Teaching Assistant**

August 2007 – May 2008

LBJ School of Public Affairs – Austin, TX

- Teaching Assistant for Dean James B. Steinberg - *Policymaking in an Age of Interdependence*, and *The East Asian Century*.
- Assisted with the development of class syllabi and assignments; coordinated logistics for visiting guest lecturers; provided weekly office hours for 25-30 graduate students.

### **Graduate Research Assistant**

August 2006 – May 2007

Robert S. Strauss Center for International Security and Law – Austin, TX

- Conducted background research on U.S. foreign policy and presidential leadership for the Director of Studies (Dr. James Lindsay).
- Responsible for identifying potential partnerships with educational and state organizations, and evaluating new grant opportunities.

### **Policy Research Team Leader/Editor**

Aug. 2005 – Aug. 2006

Congressional Research Service – Austin, TX

- Wrote and edited a report assessing border security and customs regimes in ten foreign countries, to review implementation levels of international guidelines and to identify new multilateral initiatives.
- Coordinated all research and logistics for Hong Kong/China research team and conducted interviews with Hong Kong officials.

### **Research Analyst/Administrative Associate**

Mar. 2004 – Jan. 2006

Sheshunoff Management Services, L.P. - Austin, TX

- Lead project liaison managing statistical analysis for development project of new financial analytics software.
- Coordinated market research, and developed project database for conducting analysis of client revenues.

## RELATED EXPERIENCE

- **Student**, University of Texas-Austin, University of Houston (January 2003-May 2005): Completed coursework as post-baccalaureate student in government and foreign languages, GPA 4.0
- **Legislative Intern**, Texas House of Representatives (Summer 2005)
- **Research Assistant**, University of Texas (September 2004 – May 2005): Researched U.S. immigration policies for Dr. Gary Freeman (Chair, Department of Government)
- **Lead Performer**, Birmingham Children's Theater (August 2000 – June 2001): Lead actress in production of *Beauty and the Beast*

## SKILLS/QUALIFICATIONS

- 2008 Presidential Management Fellowship Finalist
- Computer: Microsoft Office, Microsoft Access, SAS, Lotus Notes
- Languages: 

## JASON WILLIAM FORRESTER

### **RESEARCH AND ADVOCACY EXPERIENCE**

**Veterans for America** (Jan. 2007 – pres. & Mar. 2001 – Nov. 2003) Washington, DC

*Director of Policy/Co-Director National Guard Program.* Co-direct program focused on helping to rebuild the U.S. military. Activities include improving post-combat care for U.S. servicemembers who have been deployed to Iraq and Afghanistan; reforming deployment policies by increasing dwell time for servicemembers who have been deployed multiple times; addressing needs created by heavy reliance on National Guard

*From 2001-2003 served as Research Director for the Nuclear Threat Reduction Campaign, a project of the Nobel Peace Prize-Winning Vietnam Veterans of America Foundation (VVAFA), predecessor to VFA.*

**Center for Strategic & International Studies** (Aug. 2004 – Feb. 2005 & Apr. 2006 – pres.) Washington, DC

*Visiting Fellow, International Security Program.* Research, field research, and writing on U.S.-Asia security, non-proliferation, and nuclear terrorism prevention. Collaborated with Kurt Campbell, Michele Flournoy, and Robert Einhorn.

**The Brookings Institution, Foreign Policy Studies Program** (Mar. 1998 – Mar. 2001) Washington, DC  
*Senior Researcher.* Research on international security topics for two senior fellows

**Carnegie Commission on Preventing Deadly Conflict** (Aug. 1997 – Jul. 1998) Washington, DC  
*Research/Administrative Assistant.* Research, writing, and editing of final report

### **GOVERNMENT AND POLITICAL EXPERIENCE**

**The Carter Center** (Aug. 2006 – Nov. 2006) Georgetown, Guyana

*Director, 2006 Guyana Elections Observation Presence.* Represented The Carter Center and President and Mrs. Carter in Guyana for the pre-elections and post-elections periods; served as liaison to Guyanese political leaders and diplomatic community; and managed six staff members and budget of \$100,000

**Office of Senator John D. Rockefeller IV, U.S. Senate** (Mar. 2005 – Apr. 2006) Washington, DC

*Legislative Assistant for Foreign Affairs and Defense.* Foreign and defense policy advisor: worked with leading Democratic Senate offices in crafting national security positions; created and tracked legislation; prepared senator for media appearances; speechwriting

**Alliance for American Leadership** (Mar. 2004 – Mar. 2005) Washington, DC

*Executive Director.* Oversaw activities of more than 300 Democratic foreign policy experts dedicated to strengthening the Democratic Party's leadership in national security affairs

**General Wesley K. Clark for President** (Nov. 2003 – Feb. 2004) Little Rock, AR

*Deputy Foreign Policy Advisor.* Assisted in developing foreign policy positions; liaised with Congressional offices on national security matters; led 20-person research

## ***Resume of Jason William Forrester***

team; assisted in preparing foreign policy speeches; drafted and edited position papers

**Gore/Lieberman 2000** (Nov. 1999 – Nov. 2000)

Washington, DC

*Senior Analyst.* Worked under direction of Vice President's National Security Advisor and campaign's Senior Foreign Policy Advisors; liaison to various campaign advisory groups

Also, short-term consultant to:

- Carnegie Endowment for International Peace, *Non-Proliferation Project* (2004-2005)
- APCO Worldwide, Democracy promotion in Russia (2004)
- CNN, "Rehearsing Doomsday" documentary, *Democracy in America* series (2000)

## **EDUCATION**

The Fletcher School of Law and Diplomacy, Tufts University  
M.A.L.D. (1996)

Medford, MA

Fields: Comparative Developmental & Political Analysis and U.S. Foreign Policy

The University of the South

Sewanee, TN

B.A. (1993) *Cum Laude, Phi Beta Kappa* (Political Science)

## **SELECTED MEDIA APPEARANCES AND TESTIMONY**

- National Public Radio, Talk of the Nation, "No Purple Heart For PTSD Diagnosis," January 28, 2009, [www.npr.org/templates/story/story.php?storyId=99959676](http://www.npr.org/templates/story/story.php?storyId=99959676)
- The Diane Rehm Show, "Services for Veterans Returning from War," November 11, 2008, [www.wamu.org/programs/dr/08/11/11.php](http://www.wamu.org/programs/dr/08/11/11.php)
- Participant in panel discussion on post-combat needs of troops at The Juilliard School, New York City, New York, on September 16, 2008
- NewsHour with Jim Lehrer, "New Policy Urges Soldiers to Seek Mental Health Care," May 1, 2008, [http://www.pbs.org/newshour/bb/health/jan-june08/troops\\_05-01.html](http://www.pbs.org/newshour/bb/health/jan-june08/troops_05-01.html)
- Testified before the House Committee on Veterans' Affairs (full committee) hearing on "Post Traumatic Stress Disorder (PTSD) and Personality Disorders: Challenges for the U.S. Department of Veterans Affairs," July 25, 2007, <http://veterans.house.gov/hearings/hearing.aspx?NewsID=45>
- Testified before the President's Commission on Care for America's Returning Wounded Warriors, 2007

## **PUBLICATIONS**

- Congressional Attitudes on the Future of the U.S.- South Korea Relationship, May 24, 2007, [www.csis.org/component/option.com\\_csis\\_pubs/task.view/id.3884/](http://www.csis.org/component/option.com_csis_pubs/task.view/id.3884/).
- "Perspectives on Civil Violence: A Review of Current Thinking," in *Military Intervention: Cases in Context for the Twenty-First Century*, (Rowman and Littlefield, 2004), with John Steinbruner.
- "Reassessing the Atomic Calculus: The 2002 Nuclear Posture Review," *National Security Studies Quarterly*, Winter 2002, with Brian Finlay.
- "Balancing Homeland Security and Freedom of Information," *Natural Resources & Environment*, Winter 2002, with Stephen Gidiere.
- "Measuring U.S. Military Readiness," *National Security Studies Quarterly*, Spring 2001, co-authored.
- "Institutional Foundations of Nuclear Arms Control – the ABM," *The Monitor: Nonproliferation, Demilitarization, and Arms Control*, Fall 1999/Winter 2000.



# PHARA A. FORSYTHE

(b)(6)

## Education:

University of New Mexico, Albuquerque, New Mexico  
Double Bachelors of Arts Degree, May 2006  
Majors: Political Science, Sociology  
GPA: 3.37  
Sociology Honors

University of Hawaii-Manoa, Honolulu, Hawaii  
Political Science Focus, Dean's List

## Work Experience:

United States Department of Defense  
Office of the Assistant Secretary of the Navy  
(Financial Management & Comptroller)  
Confidential Assistant

Washington D.C.  
August 2006- Present

- Although hired as the Confidential Assistant to the DASN, I have assumed all roles of Confidential Assistant for the ASN (FM&C) during the last nine months, while the DASN was Acting ASN (FM&C).
- Operate as primary link between the ASN (FM&C) and all other ASN (FM&C) staff.
- Manage, execute and coordinate daily office activities relevant to the operation of the ASN (FM&C).
- Exercise exclusive control of the ASN (FM&C) calendar, and make all arrangements for meetings.
- Respond to all inquiries and administrative issues to the ASN (FM&C) by members of the SECNAV, OSD, OPNAV staff, along with other Federal Agencies.

Barber & Borg Law Firm  
Legal Assistant

Albuquerque, NM  
June 2005- December 2005

- Assembled legal documents, including examining, preparing and processing a variety of legal documents, such as complaints, motions, orders, answers, pleadings and subpoenas.
- Composed letters assembled and maintained calendars.
- Tracked filings, utilized a wide variety of software programs while maintaining basic clerical work and office management functions.

**Office of Bush/Cheney '04** Albuquerque, NM  
**Intern to Executive Director for New Mexico** February -November 2004

- Coordinated duties for volunteers, including managing massive volunteer databases, recruited, supervised and trained 350 volunteers.
- Managed and organized campaign events
- Enhanced my ability to work well under stressful environments

**Office of the Republican Party of New Mexico** Albuquerque, NM  
**Intern to Political Director** December 2002-May 2003

- Maintained clerical work and volunteer databases, organized volunteers for events.
- Organized major donor event, and assisted with coordinating volunteers for campaign projects.

**NM State Senate** Santa Fe, NM  
**Intern to Senator Mark Boitano** January 2003

- Organized and researched information to be used in support of bills on the Senate floor, assembled and created bills to be proposed in particular committees.
- Maintained basic clerical work, greetings and deliveries.

#### **Honors and Organizations:**

Chairman, University of New Mexico College Republicans- 2003-2005  
Chairman, University of New Mexico Students for Bush- 2004  
Who's Who Among America's Colleges Award- 2005, 2006  
National Youth Leadership Conference, Washington D.C., 2000  
Presidential Youth Inaugural Conference, Washington D.C., 2001  
Albuquerque Mayor's Youth Advisory Council, 2000  
Albuquerque Mayor's Blue Ribbon Award- January 2001  
Albuquerque Youth Chamber of Commerce- 2000  
National Harvard Teleconference, Partnership for Preventing Violence-2000  
Member-NM Department of Health, Tobacco Use Prevention Media Panel- 2001  
Youth Leader, Wildlife Non-Denominational Christian Middle School Ministry-  
2002- Present  
Member- Alpha Gamma Delta Sorority

**References Available Upon Request**

## PROFESSIONAL EMPLOYMENT

- 5/08 - present                      Obama for America                      Chicago, IL  
Deputy Director, National Veterans' Vote
- Developed and organized national rollout of Veterans for Obama (VFO) committees in 50 states
  - Controlled, directed, and motivated VFO groups composed of thousands of volunteer veterans
  - Organized VFO group produced over 3,000 doors knocked, 7,000 letters to the editor, 183,000 calls made, and \$583,000 raised
- 3/04 – 4/08                      United States Army                      Ft. Riley, KS  
Captain, Field Artillery
- Led Battalion level restructuring and reorganization effort transitioning an operational unit into a training support unit
  - Deployed to Operation Iraqi Freedom (OIF) February 2007 advising an Iraqi Army Battalion based out of Samarra and Iraqi Border Police north of Tall 'Afar
  - Participated in over 50 combat missions and 40 civil affairs missions during OIF III
  - Awarded the Bronze Star for Service and Army Commendation Medal for service in Iraq
- 8/00 – 8/02                      Cross Media Marketing Corporation                      New York, NY  
Managing Director, Internet Marketing
- Brought key, critical technology platform online on time and budget; was responsible for training cross country staff
  - Managed acquisition of WeFusion.com that provided innovative database technology
  - Responsible for developing Internet Strategy guiding traditional business into a technically sophisticated, Internet savvy organization
  - Accountable for business equaling 20% of 2001 projected revenues and 50% of 2001 projected growth
- 3/00 - 8/00                      BuyerForce, Inc.                      Silicon Valley, CA  
Director, Business Development
- Contributed to technology startup that developed groundbreaking purchasing process
  - Worked with technology leaders in Congress to introduce BuyerForce into the US Government
  - Developed international partnerships, alliances, and relationships to further strategic goals
- 7/97 – 2/00                      USA Global Link                      Fairfield, Iowa  
Director, Partnership and Marketing Alliances
- Worked with the Executive Team that developed a long-term strategy for international business-to-business site and helped with the sale of unneeded brick and mortar assets
  - Initiated partnership program for ISPs and Telcos to aid international expansion
  - Initiated marketing and business plans for global VoIP network expansion
  - Developed relationships with hundreds of carriers, especially the European incumbent PTOs for interconnection contracts
  - Closed carrier contracts valued at over \$78 million per year

## **EDUCATION**

9/02 – 5/04                      Harvard University, Extension School                      Cambridge, MA  
Master of Liberal Arts, May 2004

Major: Government/International Relations

Thesis Topic: Impact of U.S. Foreign Aid on the Islamic Near East from 1991 – 2001

9/93 - 06/97                      University of Michigan, LS & A                      Ann Arbor, MI  
Bachelor of Arts, May 1997

Major: Political Science and Communication Studies; Minor: Arabic Studies

## **ACADEMIC EMPLOYMENT**

9/02 – 6/03                      Harvard University                      Cambridge, MA  
Teaching Fellow

- Moral Reasoning 28: Ethics and International Relations with Stanley Hoffmann
- Government 1790: American Foreign Policy with Benjamin Fordham (Head Teaching Fellow)
- Government 1300: Politics of Congress with Barry Burden
- Government 1208: Politics of the Islamic Resurgence with Eva Bellin

1/01 – 6/02                      Queens College                      Flushing, NY  
Adjunct Professor

- Sociology 212: Sociological Analysis

1/95 - 05/95                      University of Michigan                      Ann Arbor, MI  
Teaching Assistant

- Computer Science 181: Introduction to Computer Systems

## **OTHER ACTIVITIES**

- Legislative Director, The Campaign for a New GI Bill
- Auxiliary Police Officer, NYPD 24<sup>th</sup> Precinct - 10/00 – 8/02
- Executive Team, CharityFocus - 05/00 – 4/04
- Public Relations Chair, A Little Hope - 4/02 – 8/02

# ANGELA FRENCH

## PROFESSIONAL EXPERIENCE

### *Office of the Secretary of Defense, Researcher, Speechwriting Office, The Pentagon, June 2006-*

- Research, edit, and fact-check written materials for the Secretary of Defense, including speeches, opinion editorials, press conference notes, ceremonial remarks, background briefs, messages to the troops, and more.
- Established the OSD Writers Group "Heroes in the Global War on Terror" and "Hero of the Week" programs. Research, write, and distribute the materials; set up heroes for interviews; market and pitch hero stories to new TV, print, and radio venues. Point of contact for media inquiries about the programs.
- Research, write, and edit rapid response materials; pitch to publications when appropriate.

### *CTIA-The Wireless Association, Manager, Public Affairs, Washington, D.C., February 2006-June 2006*

- Assisted Vice President in crafting messages, talking points, marketing campaigns and more for public consumption.
- Researched and wrote issue backgrounders for website; wrote and edited white papers on topics such as wireless in rural America and consumer privacy.
- Coordinated the Text 2Help campaign. Worked with the American Red Cross to help establish the program. Wrote fact sheets, backgrounders, media advisories, and more.
- Engaged with the media; assisted with interviews; created a new media marketing plan for the company.

### *Citizens Against Government Waste, Research Associate, Washington, D.C., June 2004-November 2005*

- Lead researcher for organization; examine and analyze issues such as appropriations, competitive sourcing, energy, the federal budget, homeland security, taxes, the war on drugs, and more.
- Co-wrote CAGW's "Best of the Pig Book," St. Martin's Press, 2005; Co-wrote CAGW's annual "2005 Pig Book."
- Published investigative reports: "Real ID: Big Brother Could Cost Big Money," Oct. 2005; "Up in Smoke: ONDCP's Wasted Efforts in the War on Drugs," May 2005; and "DTS: The Twilight Zone of Travel," Sept. 2004.
- Act as a spokesperson for the organization for radio and print interviews.
- Daily contact with congressional members and their staffs; research legislation and write letters of support; assist with Hill briefings, policy breakfasts, and other Congressional outreach efforts.
- Support the media department with interview requests; write and edit press releases, articles, piglet publications, talking points, and website materials.
- Recruit and manage year-round intern program.

### *White House Writers Group, Associate, Washington, D.C., October 2002-February 2004*

- Assisted Fortune 500 companies, national and international associations on issues such as strategic business solutions, early childhood development, and constitutional and civil rights.
- Worked alongside managers and former White House speechwriters to plan and execute communications strategies targeted to members of Congress, business leaders, public policy leaders, and the public.
- Developed and coordinated work of writers, including op-ed campaigns, website materials, and message points.
- Researched, edited, pitched, and placed opinion editorials in top daily publications.
- Wrote news releases, media advisories, fact sheets, primers, and talking points.
- Booked print, radio, and TV interviews.
- Assisted in writing new business and marketing proposals.
- Organized and promoted events including press conferences, speechwriting seminars, and fundraising campaigns.

### *White House Writers Group, Research Assistant/Receptionist, Washington, D.C., July 2002-October 2002*

- Researched for managers and former White House speechwriters.
- Assisted in developing media contact lists and crafting briefing books.
- Managed conference scheduling, travel arrangements, and in-house website updates.

## VOLUNTEER ACTIVITIES

*RNC 72-hour deployment, St. Paul/Minneapolis, Minnesota, Bush/Cheney '04, November 2004*

*Bush/Cheney '04, campaign headquarters, November 2003-October 2004*

*Mark Early for Governor, Lynchburg, VA, Fall of 2001*

## EDUCATION

*Randolph-Macon Woman's College, Lynchburg, VA*

Bachelor of Arts, May 2002, GPA: 3.45 Major: Political Science Concentration: European History

*Belfast Institute of Furthering Higher Education, Belfast, Northern Ireland*

Junior Semester Abroad, Fall 2000