

Emily C. Dunn

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Education

University of Denver, Josef Korbel School of International Studies

M.A. in International Security, June 2021

- Specialization in Emerging Threats
- Received certificate in Homeland Security
- Relevant Coursework: U.S. National Security Policy, Defense and Security Methods, Environmental Security, Civil-Military Relations, Counterterrorism, Homeland Defense: Prevention and Mitigation

The College of William and Mary

B.A. in International Relations, May 2014

- Semester abroad in Geneva, Switzerland (Spring 2013- SIT Study Abroad)
- Transferred from the University of St. Andrews; St. Andrews, Scotland (September 2010-May 2011)

Work Experience

The White House, Washington D.C.

Presidential Personnel Office

Associate (October 2021-Present)

- Research and write background reports on presidential appointment candidates for the Climate and Science team

U.S. Department of State, Washington D.C.

Office of Regional Security and Arms Transfers, Bureau of Political-Military Affairs

Intern (October 2020-December 2020) [Held interim Secret Security Clearance]

- Drafted and coordinated interdepartmental clearances for action memos for the Secretary of State and Under Secretary for Arms Control and International Security Affairs, including memos regarding recommendations of arms transfers for congressional notification
- Assisted in the preparation of a political military dialogue with a key partner in Asia; analyzed and summarized defense trade information from various U.S. Embassy sources; developed PowerPoint presentations and created talking points for the PM Assistant Secretary.
- Attended meetings, seminars, and conferences pertaining to arms transfers and regional security

Office of US Senator Tim Kaine, Washington D.C.

Assistant to the Chief of Staff (April 2016- August 2019)

- Maintained Chief of Staff (COS)'s daily schedule, made travel arrangements and maintained his correspondence.
- Prepared briefing forms and memos, which included policy analysis, background research, and event coordination, for the Senator and COS
- Executed special projects assigned by the COS including organizing conferences for the U.S.-Spain Council in Williamsburg, VA and Jerez, Spain which brought together leaders in politics, defense, business, and culture
- Drafted letters on behalf of the Senator for nominations, honorary positions, and recommendations
- Served as a liaison between the staff and the COS, as well as between government agencies and the COS

Intern (January 2015- April 2016)

- Attended hearings and briefings on behalf of legislative staff
- Assisted with policy research, memos, and meeting preparation
- Organized constituent mail, answered phone calls, and received visiting constituents and industry representatives in the Senator's front office

Qualifications

- Skills: Research, policy analysis, policy writing, project management, event coordination
- Technology: MS Office Suite, R Studio
- FEMA Certificates: IS-00100.c, IS-00200.c, IS-00700.b IS-00800.c
- Language: Certified French Intermediate II, Full Immersion Host Family (Feb.-May 2013); Russian- Beginner