

PROFESSIONAL EXPERIENCE

Obama Foundation

Director of International Affairs

Washington, D.C.

March 2017 - Present

- Serves as representative for Obama Foundation for engagement and outreach with all foreign governments and international entities, and manages travel planning with embassies, foreign ministries, and foreign-based private organizations.
- Played a key role in creating and building Obama Foundation's international programming, including initial research and design of Obama Foundation's Leaders programs, and aided in hiring regional program managers and building a team of seasoned international programmers.
- Responsible for all logistics pertaining to international programming and travel.
- Develops and manages Obama Foundation's budget for overseas travel, events, and in-person programming; serves as lead budget contact on Obama Foundation's International Team, including managing contracts, payments, and regular reconciliation and tracking of all items related to in-person programming (over \$2.5 million annually).
- Transitioned International Team's focus on in-person programming to virtual-only programming throughout 2020 as a response to the global pandemic; developed virtual engagements for President Obama and assisted in organizing the safe return of 30 international Scholars studying in Chicago and New York to their home countries during first pandemic peak.
- As a member of Obama Foundation Senior Staff, serves on multiple Foundation-wide working groups, including those focused on short and long-term strategic decisions, and those focused on creating key Foundation operational policies impacting Foundation staff, program participants, donors and other critical stakeholders.
- Leads coordination between Foundation's regional and functional teams to deliver all Obama Foundation international programming; key programs to date include Obama Foundation Leaders programs in Africa, Asia-Pacific, and Europe, as well as the Obama Foundation Scholars program.
- Leads all planning for Foundation-hosted international gatherings, including overseeing planning for multi-day, 200-person convenings in Johannesburg and Kuala Lumpur, town hall events with President Obama in New Delhi and Berlin, as well as all overseas foundation meetings and gatherings.
- Serves as International Team's main point of contact with Personal Office of Barack and Michelle Obama.
- Manages President Obama's participation in large-scale global events, such as a 70,000-person event with Chancellor Merkel in Berlin, Germany in 2017 and a 13,000-person speech hosted by the Nelson Mandela Foundation in Johannesburg, South Africa in 2018.
- Leads planning for President Obama and Mrs. Obama's overseas travel, most recently to Japan, Vietnam, Malaysia, and Singapore in December 2019.

Office of Barack and Michelle Obama

International Affairs Advisor

Washington, D.C.

March 2017 - Present

- Serves as representative for Personal Office of Barack and Michelle Obama for engagement and outreach with all foreign governments, serves as point of contact for meetings, phone calls, correspondence, and other interactions with foreign leaders and key interlocutors, and manages travel planning with embassies and foreign ministries, and private overseas entities.
- Coordinates with speaking agency to develop and review potential overseas speaking engagements and events for President Barack Obama.
- Plans and executes on all details pertaining to private meetings between President Obama and current or former world leaders, in Washington D.C. and abroad.
- Responsible for writing of all briefing material ahead of engagements with world leader and other foreign VIPs.

Executive Office of the President - National Security Council (NSC)

Director for Visits, Planning, and Diplomatic Affairs

Washington, D.C.

April 2015 – February 2017

- Managed National Security Council's Visits Office and served as primary White House coordinator for all of President Barack Obama's visits, meetings, and diplomatic events with foreign leaders. Managed all logistical planning prior to any foreign visits, and coordinated day-of execution for each visit to the White House.

- Led NSC planning for State and Official Visits by foreign heads of state/government, assisting in development of guest list for State/Official Dinners, manifests for official meetings, and managing foreign delegation's access to White House grounds.
- Led NSC through planning of Obama administration's final 13 overseas trips, to a total of 25 countries, and represented NSC throughout planning, negotiating, and implementation phases of all presidential overseas travel.
- Served as lead NSC representative on all pre-advance travel ahead of eventual overseas travel by President Obama; responsibilities included advising on locations, event setup, program, and participants for the president's events and meetings, and ensuring that all events and meetings adhered to vision and directives issued by senior NSC leadership.
- Closely worked with high-level officials in the Executive Office of the President and around the U.S. Government, including the Chief of Staff and Deputy Chief of Staff to the President, Cabinet Secretaries, and the U.S. Chief of Protocol, on issues surrounding foreign visits and overseas travel in order to ensure synergy across government and adherence to strategic guidance issued by NSC and senior White House leadership.
- Served as logistical lead for NSC during planning for international summits, including UN General Assemblies, G7 summits in Germany and Japan, and G20 summits in Turkey and China.
- Served as logistical lead for NSC during cross-government planning for U.S.-hosted summits, such as the U.S.-Gulf Cooperation Council summit at Camp David, the Nuclear Security Summit in Washington, DC, and the U.S.-ASEAN Summit at Sunnylands in Rancho Mirage, California.
- Served as lead NSC staff member responsible for working with White House Scheduling and Oval Office operations to schedule and connect President Obama's phone calls with foreign heads of state and government.
- Served as NSC point of contact and managed NSC's process for scheduling prospective foreign policy-related presidential meetings, events, and travel.
- Trained and managed Deputy Director for Visits, and led teams of NSC and White House staff volunteers recruited to assist with large visits and events.
- Met with incoming administration's transition team on behalf of NSC Visits Office and assisted in handover of relevant procedures and protocol pertaining to foreign visits.

Executive Office of the President – National Security Council (NSC)
Deputy Director for Visits

Washington, D.C.
July 2014 – April 2015

- Assisted in coordinating all of President Obama's diplomatic events, including Official and State Visits by foreign heads of state and government, private visits by foreign visitors, and foreign ambassador credential ceremonies.
- Determined location, participation and other relevant logistical issues surrounding presidential visits, meetings and events.
- Led communication with high-level White House and U.S. Government offices (including White House Scheduling and Advance, Office of the Chief of Staff, Office of the Vice President, First Lady's Office, United States Secret Service, Office of the U.S. Chief of Protocol and various cabinet agencies) to assure timely and synchronized actions on all protocol visits and special events at the White House.
- Provided protocol support to distinguished visitors including heads of state and government, U.S. government principals and NSC leadership.
- Assisted in managing NSC process for scheduling foreign policy-related presidential meetings, events, and phone calls, including official National Security Council meetings with President Obama.
- Coordinated special projects on behalf of the Chief of Staff of the National Security Council, including long-term scheduling of foreign visits and travel, planning of NSC all-staff meetings and photo opportunities for departing NSC staff.

Executive Office of the President – Office of the Vice President of the United States
Deputy Director of Scheduling

Washington, D.C.
April 2012 – July 2014

- Produced and managed daily schedules, as well as domestic and international travel schedules for Vice President Joe Biden.
- Identified and developed event and meeting opportunities that promoted Vice President Biden's policy and messaging goals.
- Coordinated with White House staff, event organizers, and other stakeholders to shape events and report relevant scheduling information.
- Directed and coordinated with advance teams to ensure that each event and trip was appropriately planned for Vice President Biden, and that the event maintained intent and focus of key objectives.

- Accompanied Vice President Biden on overseas trips to manage schedule while on the ground; interfaced with national security staff, U.S. Secret Service, U.S. Embassy staff and advance teams to finalize schedules, manifests, and other logistical details while on travel.

United States Department of Agriculture – Office of the Secretary
Executive and Confidential Assistant to the Secretary

Washington, D.C.
June 2010 – April 2012

- Served as personal and traveling assistant to U.S. Secretary of Agriculture Tom Vilsack.
- Worked closely with USDA senior officials to ensure all needs of Secretary Vilsack were met in the timeliest manner.
- Traveled with Secretary Vilsack to provide direct support and record of notes of all meetings and events, and coordinated with advance staff and security detail to remain on schedule and address unforeseen schedule changes.
- Handled immediate scheduling requests and managed all day-to-day needs of Secretary Vilsack.
- Prepared and edited daily briefing books; assigned and reviewed daily, weekly, monthly, and quarterly reports.
- Assisted Secretary Vilsack in high-level meetings with agriculture, industry, and government leaders, including senior Foreign Ministers and representatives, and managed all necessary follow-up activity.
- Coordinated with USDA sub-cabinet, agency administrators, senior staff, security detail, scheduling and advance staff to ensure efficient cooperation and flow of information.
- Developed and implemented new office digitizing and tracking systems to significantly improve organization and efficiency of office operations.

United States Department of Agriculture – Office of the Secretary
Scheduling and Advance Assistant & Briefing Book Coordinator

Washington, D.C.
September 2009 – June 2010

- Organized and responded to all incoming schedule requests and event invitations.
- Coordinated on-site with organizers of events, prior to arrival of the secretary.
- Wrote, edited, and assigned briefing memos; reviewed and compiled all nightly briefing materials.

Charles Wheelan for Congress
Field Organizer

Chicago, IL
January 2009 – April 2009

- Managed voter contact efforts and candidate visibility for special election in Illinois' 5th Congressional District.
- Recruited and trained new campaign volunteers.

Dan Seals for Congress
Field Organizer

Northbrook, IL
May 2008 – November 2008

- Coordinated voter contact efforts for congressional campaign in Illinois' 10th Congressional District.
- Recruited and trained hundreds of new campaign volunteers.
- Cultivated relationships with volunteers, labor union representatives, and local and state politicians to organize coordinated and effective voter outreach throughout the 10th district.

EDUCATION

University of Wisconsin-Madison
Bachelor of Business Administration: Finance, Investment & Banking

Madison, WI
May 2008

Anglo American College of Prague
Undergraduate Semester Abroad (Focus: International Business)

Prague, Czech Republic
January 2007 – May 2007

ADDITIONAL RELEVANT SKILLS/QUALIFICATIONS

- Previously held security clearance at the level of Top Secret / Sensitive Compartmented Information (TS/SCI)
- Strong understanding of U.S. Government Inter-Agency Cooperation and procedures, developed over 8 years of federal government service.
- Significant experience engaging with high profile individuals, ranging from current heads of state and government, former world leaders, religious leaders, business and industry leaders, celebrities, and other VIPs.