

GOVERNMENT APPLICANT
ga17@duke.edu
2420 Trousdale Pkwy, #6, Los Angeles, CA 90089
(213) 489-8824, (213) 776-9175

PROFESSIONAL EXPERTISE

- Presentation Skills - Selected to participate in a USC College Colloquium on Terrorism; presented a paper on History of Terrorism. Presented papers on Intelligence Operations in World War I and World War II at Georgetown University Phi Alpha Theta Regional Conference.
- Computer Skills - Microsoft Office and Internet research
- Languages - Intermediate Mandarin Chinese
- Security Clearance - Current SCI Clearance, U.S. Government, prior interim Secret Clearance, 1995, with pending Top Secret, 1996, U.S. Military

EMPLOYMENT HISTORY

- Judy L.Redpath, Certified Financial Planner, Executive Assistant, Reston, VA, 2003 – 2005
- Montgomery College, Office of Procurement, Procurement Officer, Rockville, MD, 2002 – 2003
- Washington Financial Group, LLC, Bethesda, MD, 1998 – 2002
General Manager – Washington Pension Center
Assistant Investment Specialist – Washington Financial Group, Inc.
New Business Administration – McKinnon Associates, Inc.
- Arthur Tam & Associates, Accountant, Emeryville, CA, 1996 – 1998
Business Administration – accounts receivable and payable, business proposal response, grant review and accounting.
- United States Military, Communications Specialist and Engineer, Alameda, CA, 1994 – 1996
Experience includes engineered systems, military protocols and procedures, including naval and aviation evolutions. Qualified as engineering watch stander for watch stations above pay grade, as well as CBRN, firefighting and damage control billets.

EDUCATION

University of Southern California, Department of East Asian Area Studies, Los Angeles, CA

MA East Asian Area Studies (China) Anticipated 2006

Program Coursework: Theory and Practice of National Security, China and the West- Historical Relationship, Chinese Language, Chinese Law and Society, Economy and Social Change in China, Politics of Taiwan, Philosophy of Chinese Thought, Culture, Comparative Philosophy: East and West

Georgetown University, Washington DC

B.A. Majors: International Studies & International Business, Minor: Political Science, December 2004

GPA: 3.85 on 4.0 scale. Deans list all semesters

Program included: Tailored study of China, a semester abroad in cultural and language immersion in Beijing, China. Individual research included critical analysis of China's accession to the World Trade Organization, the One China Policy: Implications for Invasion of Taiwan, and the U.S. occupation of China in World War II. Thesis investigated China's cultural development, modern economic reforms and military modernization, drawing conclusions for intelligence operations.

FINANCIAL EXPERIENCE

- Planned and implemented programs and activities such as soliciting individual and group financial proposals, and working with sales and human resources committees to ensure award decisions and contract fulfillment.
- Maintained contract implementation and ongoing budget, including quarterly reconciliation; tracked encumbered budget for each project.
- Prepared reports to the contract holders and Compliance Agencies as required by law, and served as senior liaison between all interested parties.
- Collected and maintain sales activity data to provide information for future contract preparation; assisted in contract preparation by collecting and analyzing additional financial and corporate structure data and aid in proposal drafts.

MANAGEMENT EXPERIENCE

- Directed multi-million dollar operations to meet sales and profit objectives for a financial services firm by creating standards and procedures, and through effective utilization of available human and IT resources.
- Responsible for business development and growth, including crafting and refining processes to better align with financial targets.
- Managed client services, compliance and reporting with Securities and Exchange Commission regulations. Compliance role required detailed understanding of financial markets, as well as securities systems and procedures.
- Facilitated presentations and training for new products and procedures. Developed Internet presence, print and media identity in order to better meet target sales objectives.
- Directed staff of 12 in customer service, Securities compliance, and public relations. Responsible for maintaining working relationships with multiple parties, including all levels of customers, management and personnel.

ADMINISTRATIVE EXPERIENCE

- Developed and delivered presentations for business proposals, requiring outstanding oral and written communication skills.
- Responsible for staffing, correspondence, and executive support, as well as data management, adherence to government regulatory compliance standards.
- Responsible for detailed understanding of best business practices and policies and practical daily implementation.
- Coordinated and implement all aspects of large and small conferences.

PROFESSIONAL MEMBERSHIPS World Affairs Council, Washington, DC; Phi Beta Kappa, Pi Sigma Alpha