

Name

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E-mail:Unkown@bellsouth.net

SSN: 000-00-0000
Citizenship: U.S.

Federal Employment Status: N/A
Veterans' Status: N/A

OBJECTIVE International Trade Specialist, Vacancy 148339
Announcement Number: WA148339-AV

PROFESSIONAL EXPERIENCE

International Trade Assistant

01/2007-08/2007

South Carolina Department of Commerce
Office of Export Development and Foreign Relations
1201 Main Street, Suite 1600
Columbia, SC, 29201
Supervisor: Clarke Thompson, May be contacted.
Tel: 803-737-0438. E-mail: cthompson@sccommerce.com

\$8.50/hour
37.5 hours/week

Served as an assistant to international trade managers in promoting state exports and foreign direct investment.

- **Country Briefings:** Interpreted and compiled raw trade data into meaningful country market reports providing a balanced overview of state export and investment relations with foreign governments as well as assessing foreign market potential for procurement of South Carolina products and direct investment, for use by state trade manager meetings with foreign and local business officials.
- **Research:** Performed research and analyses on a wide range of trade topics, including the role of export intermediaries in connecting U.S. companies to global markets as well as defense-security product manufacturers in South Carolina. Cooperated with US and Foreign Commercial Service officers in acquiring country-specific export statistics and business networking organizations for use by SC Governor's Office.
- **Trade Mission Promotion:** Promoted state trade missions to Guatemala, El Salvador, Vietnam, China and Canada through video conference, brochure distribution, website and email announcements.
- **Foreign Official Visits:** Assisted senior staff in coordinating logistics for arrival and meetings of foreign and US dignitaries with state government officials and local business leaders, including Argentine Ambassador Jose Bordon and Ambassador Edward O'Donnell.
- **Correspondence:** Drafted formal letters of correspondence for the SC Commerce Secretary and SC Governor to foreign ministers of commerce and business executives.
- **Networking Functions:** Accompanied senior trade managers to interagency planning sessions and briefings on trade policy issues and local networking events with export promotion organizations.

Key Accomplishments

- Played major role in planning and hosting S.C. Governor Sanford's courtesy meeting with the People's Republic of China Assistant Minister of Commerce.
- Coordinated with S.C. Asia Pacific Manager in organizing and overseeing over \$400 million contract signing event with the People's Republic of China Ministry of Railways and two South Carolina companies.
- Drafted Memorandum of Understanding outlining terms for Chinese government official work experience at S.C. Department of Commerce.

Research Assistant

10/2004-12/2006

Betty Glad, PhD, Olin D. Professor of Political Science
University of South Carolina, Department of Political Science
301 Gambrell Hall
Columbia, SC 29208
May be contacted, Tel: 803-777-4544 E-mail: glad@gwm.sc.edu

\$9.50/hour
10 hours/week

- Conducted written briefs, content recommendations, and oral summary of research for book entitled *Jimmy Carter's Inner Circle*, using primary and secondary sources from the Carter Presidential Library.
- Compiled background information and personality profiles for Glad's presentation on world tyrants given at the Central Intelligence Agency in Langley, Fall 2004.
- Compiled election statistics, presidency bios, and policy process schematics for Glad's Conduct of U.S. Foreign Policy and The American Chief Executive courses.

EDUCATION

University of South Carolina Columbia, SC 29208 08/2003-05/2007
B.A., International Studies (major) and French (minor)

- Graduated *summa cum laude* (GPA 3.98); President's List: all semesters
- **Relevant Courses:** Economic Aspects of International Politics, Principles of Macroeconomics, Chinese Foreign Policy, US and Middle East Politics, Internal Politics of the Middle East, Comparative Politics of Developing Countries, International Organizations, Conduct of US Foreign Policy, International Relations Theory, Introduction to Economics, Beginning and Intermediate Arabic (4 semesters)

Georgetown University Washington, DC 20057 01/2006-05/2006

- Walsh School of Foreign Service visiting student semester
- Semester GPA: 3.60
- **Relevant Courses:** Chinese Foreign Policy, US and Middle East Politics

Institut de Touraine Tours, France 37000 07/2005

- One-month language training program
- Six credit hours earned towards French Minor

Wando High School Mount Pleasant, SC 29464 05/2003 Graduation

SKILLS

Language: French (professional proficiency), Modern Standard Arabic (working knowledge)

Computer: MS Windows 95 to Vista Systems, Word, Excel, Access, PowerPoint, Publisher, Adobe Professional

AWARDS & HONORS

South Carolina Fellow, Phi Beta Kappa, Outstanding Junior and Senior in International Studies, Sigma Iota Rho Society for International Studies, Palmetto Fellows Scholarship

ACTIVITIES

English Program for Internationals (language-partner for Arab students), Carolina Rowing Club (member), USC Fencing Team (member), Habitat for Humanity Store (volunteer)