**Donna Lieberson**  
American Embassy Kabul  
APO AE 09806  
DLieberson@aol.com/Liebersondp@state.gov

**Professional Strengths:**

* Demonstrated ability to provide comprehensive support for executive-level staff; excel at conference planning, scheduling, coordinating travel, and managing all essential tasks.
* Exceptional organizational, administrative, and management skills.
* Highly focused and results-oriented in supporting complex, deadline-driven operations; able to identify goals and priorities and resolve issues in initial stages.
* Proficient Microsoft Word, Excel, PowerPoint, Outlook and MAC.
* Ability to delegate appropriately.
* Excellent drafting, editing, writing and verbal communication skills.
* Provide support to a large diverse team of people with a variety of management styles.
* Ability to take initiative, follow-through on requests until completion, and utilize a keen attention to detail.

**Security Clearance: Top Secret (issued June 1990) SCI (issued July 1998).**

**Professional Experience:**

**U.S. Department of State, Foreign Service**  
July 1990 - Present  
Executive Administrative Assistant

***Foreign Assignments – International (Embassies of Beijing, Lisbon, Ottawa, Berlin, Amman, Dublin and Kabul)***

* Manage extremely busy and complicated scheduling of meetings, travel and representational events for high level officers, Ambassadors and Directors.
* Organize and arrange small to large scale conferences both domestically and internationally several times a year with Embassy and military personnel working with host foreign government officials and Department of State officials located in Washington, D.C.
* Responsible for coordinating and assembling the daily Press Clips for worldwide distribution.
* Receive, review and screen all incoming documents and requests for meetings, interviews and public engagements.
* Draft, edit and proofread all outgoing correspondence, memorandums, and taskers.
* Provide logistical and administrative support for visiting high level diplomatic delegations.
* Responsible for arranging and attending meetings with executive officers.
* Organize and maintain classified and unclassified records.
* Supervise American and locally employed administrative staff and responsible for drafting work responsibilities and employee evaluations.
* Traveled to Europe and the Middle East to support Secretaries of State and accompanying delegations.
* Participate in the Embassy Housing Board, act as Floor Warden and First Responder as well as serve on Department of State Awards Committees. Routinely involved in community and embassy events to help promote good morale.

***Domestic Assignments – Washington D.C. (Office of the Coordinator for Counterterrorism and the National Security Council, White House)***

* Managed complex and busy calendars for senior officials and Directors assigned to the White House and the Coordinator for Counterterrorism.
* Liaison between numerous Federal offices and Intelligence Agencies managing meeting schedules, video conferences, internal memorandums and international travel.
* Arranged logistics for supervisor’s travel to include reservations, visas, country clearances, and travel orders while coordinating with the host country.
* Organized bi-lateral conferences with Foreign Missions that included the Embassies of Yemen, India, Pakistan, Saudi Arabia, Afghanistan, and their respective personnel in Washington to promote diplomatic relations.
* Drafted action and decision memorandums, correspondence, and cables for supervisor’s signature.
* Supervised two administrative assistants and was responsible for drafting their annual evaluations.
* Worked closely with the Legislative Affairs office ensuring all Departmental guidelines and procedures were being met and monitored regarding representational events and costs, public speaking engagements, and meetings with members of Congress.

**Educational Summary:**

* Bachelor's degree in English Literature, California State University Northridge, 1988