

Andrew Ton

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EDUCATION

American University, School of International Service

Washington, D.C.

- *Bachelor of Arts: International Studies*
- *Area of Focus: U.S. National Security and Foreign Policy*
- **GPA: 3.48/4.00**

August 2012 - May 2015

- American University's Frederick Douglass Scholarship

August 2012 – May 2015

Peking University, Chinese Studies Institute

Beijing, P.R. China

Program Concentration: Area and Political Studies

September 2014 - December 2014

EXPERIENCE

U.S. Department of Commerce

Washington, D.C.

Office of Inspector General, Office of Investigations

Intern

February 2015 – May 2015

- Assist special agents and analysts in investigating allegations of fraud, corruption, waste, and abuse
- Conduct interviews and formulate interview questions for the questioning of subjects
- Review and summarize interviews conducted by special agents
- Facilitate attorneys in the reform of investigative policy and guidelines
- Gained valuable insight on how the inner mechanisms of federal law enforcement functions, and the effects of violating criminal and civil law on policy and coordination
- Regularly utilized federal law enforcement database systems such as background check systems and case management systems to assist in investigations
- Passed a Special Agreement Check (SAC) security investigation
- Trained alongside special agents in defense training at Fort Meade

The Carter Center

Beijing, P.R. China

China Program Student Intern

September 2014 – December 2014

- Monitored and researched topics such as Chinese political reforms, Sino-American relations, and other issues related to the People's Republic of China in current world affairs for the publication of email newsletters.
- Edited, reviewed and prepared English-language and Chinese-language articles related to U.S. and Chinese foreign policy for translation into Chinese and English.
- Revamped and reorganized the Carter Center's China Program's English-language website, "US-China Perception Monitor."

The Global America Business Institute

Washington, D.C.

Intern

July 2014 – August 2014

- Drafted briefs and executive summaries primarily concerning nuclear energy policies in the U.S. and Northeast Asia
- Attended events and briefings both industry and academic on behalf of organization and composed reports summarizing and analyzing the event

- Investigated the impact of world news and events regarding nuclear energy and proliferation on the nuclear energy industry
- Conducted research, event planning, social media, and administrative tasks as needed by the day-to-day activities of the staff

Heather Mizeur for Governor of Maryland

Silver Spring, MD

Campaign Finance Research Intern

May 2014 – June 2014

- Researched, appraised, and assessed potential high-capacity donors to raise campaign funds.
- Promoted candidate and reached out to potential donors using email and phone calls
- Coordinated with team members on fundraising projects and events

United States Air Force Reserve Officers' Training Corps

Washington, D.C.

Cadet

August 2013 – October 2013

- Cultivated discipline, responsibility, and leadership.
- Led and organized other junior cadets
- Coordinated and communicated professionally with team members and superiors alike.

SKILLS

Multilingual

- Native in English
- Upper Intermediate fluency level in Mandarin Chinese and Korean

ACHIEVEMENTS AND PROJECTS

- Introduction to International Relations Research Conference *December 2013*
- AP Scholar with Distinction *July 2012*
- Completed a four-year bachelors program in three years