

TERRI JOHN

consummate professional, internationally savvy

I am seeking a working environment where I can be a part of a passionate, results-driven team. I work well in an 'all hands on deck,' dynamic setting, and am flexible and detail oriented.



CURRENT EMPLOYMENT

Current
|
Sep 2016



Foreign Service Office Management Specialist

U.S. Department of State

📍 Milan, Italy and Astana, Kazakhstan

- I supported the Regional Security Office and the Ambassador's office at the U.S. Embassy in Kazakhstan for two years. Upon departing Kazakhstan, I spent several months in language and professional development training in Washington, D.C. before relocating to Milan, Italy to manage the Regional Security Office and office of the Consul General at U.S. Consulate General Milan.
- Managed security-related programs and managed and tracked progress on various projects in order to ensure compliance with US Government/Department of State requirements.
- Drafted and edited policies, security related notices, cables, a weekly newsletter, handbooks, and various Standard Operating Procedure manuals.
- Managed the office schedule and calendars for senior officers and coordinated building access for all incoming visitors.
- Planned and executed a Crisis Management Exercise.
- Supported the transition to a primarily telework posture at the US Consulate General Milan - the first region to be heavily impacted by the COVID19 crisis outside of China.



EDUCATION

May 2007
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Aug 2003



International Studies/Sociology/Anthropology, Bachelor of Arts

Monmouth College

📍 Monmouth, IL



PREVIOUS EMPLOYMENT

September
2016
|
April
2013



Office Manager/Executive Assistant

Gorilla Logic, Inc.

📍 Boulder, CO

- Served as executive assistant at a thriving software consulting company. Coordinated meetings/travel for the company CEO, CFO, and VP. Worked closely with the CEO while maintaining strict confidentiality.
- Accounting Assistant: I compiled reports, processed invoices, corrected invoice inquiries and assisted with monthly financial reporting.
- Human Resources assistant: Coordinated company benefits and onboarding of new hires, tracked PTO, maintained HR records, and served as main point of contact for all employees and contractors.
- Project Administration: Tracked project budgets and renewals, communicated with clients regarding paperwork and budgets, proofread and corrected outgoing contracts, provided financial reporting, checked timesheets for accuracy.
- Coordinated with international company branch in Costa Rica.
- Event planning, including company holiday party and various marketing events.

CONTACT

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✉️ tjohn07@gmail.com

[in terri-john](#)

CERTIFICATIONS

🇺🇸 US Top Secret Clearance

🖥️ Microsoft Office Specialist Certification

LANGUAGES

English	
Italian	
Spanish	
Portuguese	
Danish	
Russian	

TECHNICAL SKILLS

Computer: Mac and PC, Microsoft Office Suite (Excel, Powerpoint, Outlook, Word, Teams, etc), Google Suite, Publisher, Adobe Pro, Harvest (project tracking), Xero (accounting), BambooHR (HRIS)

December 2012 January 2010	<ul style="list-style-type: none"> ● ESL Teacher Natural Language Institute <ul style="list-style-type: none"> • Organized and developed lesson plans based on specific class/student needs, and gauged student progress. • Planned and carried out school events for large groups (55+ attendees) and assisted with other school projects. 	📍 Brasilia, Brazil
2009	<ul style="list-style-type: none"> ● Human Resources Assistant / Program Department Administrator YMCA of the Rockies <ul style="list-style-type: none"> • Guided potential employees through the application process and completed paperwork with new hires. • Confidentially maintained employee files. • Prepared twice monthly payroll for 400-700 seasonal and year round employees. 	📍 Estes Park, CO
2009	<ul style="list-style-type: none"> ● Intern Office of Senator Richard J. Durbin <ul style="list-style-type: none"> • Completed deadline-sensitive research on a wide variety of topics. Responded to constituent mail and telephone calls. Attended and reported on various briefings and hearings. 	📍 Washington, DC
2008	<ul style="list-style-type: none"> ● Intern Amnesty International <ul style="list-style-type: none"> • Designed a survey in order to improve available resources and assisted with website maintenance. Managed correspondence with Amnesty clubs and responded to information requests. • Planned, organized, and carried out the AIUSA tent for an event on the National Mall. 	📍 Washington, DC
April 2008 August 2007	<ul style="list-style-type: none"> ● ESL Teacher RMR Academie d'Idiomes <ul style="list-style-type: none"> • Designed and carried out lesson plans, including preparing students for proficiency exams. 	📍 Torello, Spain