

KATHLEEN TILEY

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EDUCATION

UNIVERSITY OF FLORIDA, College of Liberal Arts and Sciences Bachelor of Science in Computer Science

Gainesville, FL
Anticipated May 2023

Relevant Coursework: Programming Fundamentals I

Upcoming Coursework: Programming Fundamentals II, Linear Algebra, Discrete Mathematics, Data Structures and Algorithms, Intro to Computer Organization, Engineering Statistics

GPA: 4.00 / 4.00

GEORGETOWN UNIVERSITY, School of Foreign Service Master of Arts in Security Studies

Washington, DC
May 2018

Relevant Coursework: Theory and Practice of Intelligence, Risk and Innovation in 21st Century Asia

Thesis: Explaining Military Intervention Under the Economic Community of West African States (ECOWAS)

GPA: 3.86 / 4.00

COLGATE UNIVERSITY

Bachelor of Arts in Peace and Conflict Studies, *summa cum laude*

Hamilton, NY
May 2014

Study Abroad: Hedayet Institute, AMIDEAST Education Abroad; Cairo, Egypt

Summer and Fall 2011

Thesis: Between a Military Coup and a Popular Revolt: Egyptian Civil-Military Relations and the 2011 Revolution

GPA: 3.91 / 4.00

RELEVANT EXPERIENCE

U.S. EMBASSY THE HAGUE

The Hague, The Netherlands

Administrative Clerk, Public Affairs Section

April 2020 – July 2021

- Manage an Excel-based event tracking system to improve office efficiency, productivity, and responsiveness to taskings
- Draft and conduct research for briefing memos, response letters, and other internal documents

U.S. CONSULATE GENERAL AMSTERDAM

Amsterdam, The Netherlands

Community Liaison Office (CLO) Coordinator

May 2019 – March 2020

- Produced an interactive map in Microsoft Power BI allowing users to quickly visualize U.S. Mission engagement throughout the Netherlands, prioritize engagement targets, compare engagement trends across Mission sections and geographic regions, and assess Mission engagement efforts toward Integrated Country Strategy goals.
- Designed a system to manage personnel data for over 500 U.S. Mission employees and family members to ensure accountability during crises and improve CLO reporting accuracy and efficiency. The system reduced time spent on reporting by 92% while increasing accuracy by 10%.
- Liaised with expat relocation companies and the U.S. Embassy The Hague Management Team to develop and provide a professional newcomer welcoming package serving the 160 households assigned to U.S. Mission the Netherlands
- Coordinated with the CLO Coordinator in The Hague to plan an annual program of over 35 events for the 500+ members of the U.S. Mission community. Events are designed to build workplace cohesion, nurture a sense of community within the Mission, and connect family members and employees with resources on health care, family member employment, security, and children's education
- Edited and produced content for a blog and biweekly newsletter to advertise events, update the community with relevant information, and share stories from community events

DEFENSE INTELLIGENCE AGENCY (DIA)

Washington, DC

Desk Officer, Defense Attaché Service, Europe Division (DAS-1)

June 2016 – January 2019

- Managed the daily operations of the US Defense Attaché Office (USDAO) in Ankara, Turkey and provided expert guidance on DIA policy and operations management in fulfillment of the DAS mission to observe and report
- Designed innovative data-driven processes using expertise in Excel and DIA software to assess DAO operations accurately and efficiently and ensure alignment of DAO resources with analytic production requirements and mission priorities

- Researched DIA and national policy to identify and analyze trends, issues, and changes; Developed expert communication strategies to provide policy implementation guidance to USDAO Ankara's 9 military and civilian employees, including 2-star general officer Senior Defense Official (SDO)
- Took initiative to investigate inconsistencies in DAO reporting data and develop Excel-based solutions to allow DAS-1 to accurately and efficiently measure the performance of 86 officers across 29 DAOs in Europe
- Overcame scheduling constraints to independently organize 6 senior level meetings and 3 analyst roundtables for the incoming 2-star SDO in 1 week to maximize engagement and facilitate analyst-operator integration
- Leveraged networks to organize meetings with officials from the Office of the Secretary of Defense (OSD), the Department of State (DOS), and the Office of the Director of National Intelligence (ODNI) to integrate DAO operations with inter-agency analysis processes
- Facilitated the planning, coordination, and execution of two bilateral exchanges between the US Department of Defense (DoD) and host nation Ministries of Defense in support of international agreements, DoD priorities, and USDAO program objectives
- Selected above more senior peers to review, evaluate, and revise DAS HQ operational policies to ensure effective implementation and applicability to operating environments

ADDITIONAL EXPERIENCE

CENTER FOR STRATEGIC AND INTERNATIONAL STUDIES

Washington, DC

Research Intern for the Transnational Threats Program

September 2015 – May 2016

- Produced a comprehensive Situation Report using open source information in French and English on political instability in West Africa which directly contributed to a publication on violent extremism in the region
- Briefed the Program Director orally and in written form on current events and issues in preparation for media interviews, Congressional hearings, and meetings with clients and subject matter experts
- Provided logistical support for research trips to Senegal, Mali, Niger, and Nigeria to support an ongoing project on instability in West Africa
- Analyzed and summarized news articles in order to produce a daily brief outlining current events relating to terrorism and extremist violence
- Edited official letters, reports, brochures, and other correspondence to be sent to the program's donors, offered to VIPs during program events, or to be published
- Provided administrative support during program events by welcoming guests, escorting VIPS, and assisting with other duties

JEAN CALVIN HIGH SCHOOL

Noyon, France

Assistant English Teacher

Sept 2014 – April 2015

- Developed dialogue-based activities involving creative story-telling and role-playing to prepare students to pass a mandatory oral exam required for graduation
- Encouraged student participation and improvement by maintaining a welcoming yet authoritative presence in the classroom, engaging with students in the target language, and providing positive feedback

DISTINCTIONS

Languages: French (2018 DLPT/OPI Scores: Reading 3, Listening 3, Speaking 2); Arabic (3 years undergraduate study)

Technical Tools: Java, Python, Power BI, Microsoft Excel, Intelligence Community Databases

U.S. Security Clearance: TS/SCI (active)

Honors: National Intelligence Meritorious Unit (NIMU) Award (Mar 2017); Phi Beta Kappa Society Member

Portfolio: <https://kptil.github.io/>