**Elizabeth Pinedo**

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**EDUCATION**

**University of Texas at Austin, LBJ School of Public Affairs,** Austin, TX Expected May 2016

MA, Global Policy Studies

Concentration: Security, Law, and Diplomacy

Thomas R. Pickering Foreign Affairs Fellow

**Northwestern University**, Evanston, IL  June 2014

BA, Anthropology with Honors and Sociology

GPA: 3.87*, magna cum laude, Phi Beta Kappa.*

Honors Thesis: *The College Application Experience: Narratives of Working Class Students*

**PROFESSIONAL EXPERIENCE**

**U.S. Department of State, Office of Mainland Southeast Asia,** Washington D.C.June – Aug. 2014

**Intern**

 Drafted Congressional correspondence and documents for the interagency detailing U.S. policy

toward Burma

 Organized interagency Burma Assistance Working Group session on health issues for the Senior Advisor for Burma

 Assisted U.S. government officials in securing Burmese visas and maintained record via spreadsheet

**Social Entrepreneur Corps**, Hato Mayor, Dominican Republic June – Aug. 2013

**Grassroots Community Consultant**

 Supported poverty alleviation efforts through entrepreneurship training in the

MicroConsignment Model

 Collaborated with teammate to conduct feasibility studies analyzing the potential implementation of an agricultural product line

 Engaged local communities through small-scale consulting projects, including teaching budgeting principles to members of an ecotourism project

**Institute for Policy Research**, Evanston, IL Sept. 2012 – Apr. 2013

**Research Assistant**

 Transcribed audio recordings of student/counselor interviews for further data analysis on employer – community college relations

 Assisted with data collection and creation of spreadsheet detailing transferability of course credits for four Illinois community colleges and four California community colleges

**Northwestern Summer Research Opportunity Program**, Evanston, IL June – Aug. 2012

**Student Researcher**

 Conducted a meta-review regarding characterization and role of parental involvement in educational achievement of Mexicans/Mexican-Americans in light of education gap

 Presented work at the Illinois Summer Research Symposium at the University of

Illinois at Urbana-Champaign and the Northwestern SROP Symposium

**LEADERSHIP EXPERIENCE**

**Lambda Theta Alpha Latin Sorority, Incorporated,** Evanston, IL Apr. 2013 – June 2014

**President**

 Organized chapter meetings and delegated tasks to respective members

 Performed educational, cultural, and community service events for student community at large

 Acted as liaison between chapter, area board, and university

* Led and supported interest group in implementation of programming requirements for orientation

**Management Leadership for Tomorrow (MLT),** New York, NY Aug. 2012- Dec. 2013

**Career Preparation Fellow**

 Selected as one of 200 fellows from a nationwide pool of candidates for an 18-month, intensive career development program

 Completed monthly assignments focusing on analytical thinking, skills assessment, action planning, and business communications

 Participated in quarterly seminars hosted by industry professionals from firms such as Google, Deloitte Consulting, and Teach for America

**Northwestern Quest Scholars,** Evanston, IL Mar. 2012 – Apr. 2013

**Co-service Chair**

● Organized group service events for 60+ student group, including a bilingual pen-

pal program with local, predominately Hispanic Chicago elementary school

● Coordinated school visit for pen-pal group which included tour and group lunch to promote exposure to higher education possibilities

● Contacted local schools and organizations interested in presentations about QuestBridge, a national non-profit connecting low-income students to leading universities

**HONORS & AWARDS**

 Thomas R. Pickering Undergraduate Fellow in Foreign Affairs, Woodrow Wilson

National Fellowship and U.S. Department of State, 2013.

 Mellon-Mays Undergraduate Fellow, Andrew W. Mellon Foundation, 2012-2014.

 National Security Language Initiative for Youth (NSLI-Y) Scholar, U.S. Department of State,

2010 (Gap-semester study abroad in Seoul, South Korea).

 Youth for Understanding Japan-America Friendship Scholar, Youth for

Understanding, 2008 (High school summer study abroad in Kagoshima, Japan).

**COMMUNITY SERVICE**

**T.E.S.S. Unlimited,** Antigua, Guatemala Mar. 2012

 Volunteered during one-week immersion service trip sponsored by the Northwestern Rotaract Club at education center offering language and computer classes to local children

**PROFESSIONAL SKILLS**

 **Foreign Languages:** Fluent in Spanish, intermediate Korean, basic Japanese

 **Computer:** Proficient in Microsoft Office suite, basic command of STATA

 **International Experience:** Employment in the Dominican Republic and academic study in South Korea and Japan. Independent student travel to Guatemala, Mexico, and Thailand. Resided with a host family for various lengths of time in the Dominican Republic, Thailand, Guatemala, South Korea, and Japan.

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| **SUMMER INTERNSHIP ASSIGNMENT PREFERENCES**  **Bureau:** EAP | |
| **Name:** Elizabeth Pinedo | **Cohort:** FAF 20 |
| **Current Address:** 4003 Red River St, Apt 101A, Austin, TX, 78751 | |
| **Permanent Address:** 4319 Bertrand Rd, Indianapolis, IN, 46222 | |
| **Phone Number:** 317-366-3757 | **E-mail Address:** pinedoliz@gmail.com |
| **Name of Academic Institution:** University of Texas at Austin, Lyndon B. Johnson School of Public Affairs | |
| **Language(s):**  Spanish  Korean | **Estimated Proficiency Level:**  3+/3+  2/2 |
| **Seeking Domestic Internship:** No | **Seeking Overseas Internship:** Yes |
| In the space below, indicate your three office preferences. For each choice, provide a brief summary of your related skills/interests. | |
| **1ST PREFERENCE:** Embassy Jakarta | |
| **SUMMARY OF SKILLS:** Regional familiarity gained from experience interning at the U.S. Department of State, Bureau of East Asian and Pacific Affairs, Office of Mainland Southeast Asia; Cross-cultural skills gained from previous travel in Asia and Latin America; Oral communication skills developed through leadership in student group; Highly team-oriented. | |
| **2ND PREFERENCE:** Embassy Hanoi | |
| **SUMMARY OF SKILLS:** Regional familiarity gained from experience interning at the U.S. Department of State, Bureau of East Asian and Pacific Affairs, Office of Mainland Southeast Asia; Organizational skills demonstrated in coordination of an interagency Burma Assistance Working Group session on health in Burma; Coursework and practical experience in International Development obtained through an internship in the Dominican Republic. | |
| **3RD PREFERENCE:** Consulate General – Ho Chi Minh City | |
| **SUMMARY OF SKILLS:** Cultural understanding gained from previous travel experiences in Japan, South Korea, and Thailand; Current coursework in International Affairs, Analytical Methods, Economics, and Writing for Public Policy; Proficient in Microsoft Office suite; Maintain positive attitude. | |
| **Have you already made contact with anyone to secure your assignment for next summer?** | |
| If you answered yes, please provide the name and number of that person and a brief summary of what actions you have taken thus far.  1.  2. | |

Name: Elizabeth Pinedo

I seek an internship with the Bureau of East Asian and Pacific Affairs (EAP) because I am eager to contribute to U.S. efforts to strengthen ties in the Asia Pacific region. Additionally, as a graduate student at the Lyndon B. Johnson School of Public Affairs and a Thomas R. Pickering Undergraduate Foreign Affairs Fellow preparing to join the U.S. Foreign Service, an internship with EAP would enable me to further develop my professional skills. Drawn by my previous experience with Southeast Asia, I am particularly interested in interning in the Consular or Public Affairs section of the U.S. Mission in Jakarta and U.S. Mission in Vietnam, in Embassy Hanoi or Consulate General Ho Chi Minh City. I am confident that I could contribute meaningful work based on my regional experience, cultural adaptability, and ability to work strongly on a team.

Having interned in the Office of Mainland Southeast Asia at the U.S. Department of State, I am familiar with the dynamics affecting U.S. foreign policy goals in this area. As an intern, for example, I drafted Congressional correspondence and documents for the interagency describing U.S. policy toward Burma; one such document included a response to a constituent concerned about ethnic conflict in Burma. I also worked as an EAP staff assistant for a period spanning seven days, processing documents in preparation for Secretary John Kerry’s and Assistant Secretary Daniel Russel’s travel to the region. This latter experience provided a broader view of the region’s issues.

Along with my internship in EAP, my previous travel to Asia would prove valuable. While studying in Japan and South Korea and traveling in Thailand, I became familiar with the challenges of immersing oneself into an unfamiliar culture and language. I also became familiar, however, with the joy of moving past culture shock: gaining a different perspective. To this day, I maintain close contact with my host family in South Korea. These cross-cultural skills would serve me well in either the Consular or Public Affairs section.

Finally, my internships working with Foreign Service Officers in EAP and student peers in a community development NGO in the Dominican Republic and Haiti highlight my ability to work as a team player. I handled visa requests for Burma and maintained record via an Excel sheet, freeing the rest of the team to draft necessary documents. Similarly, in the Dominican Republic, I demonstrated flexibility by handling interviews and surveys conducted in Spanish – a personal strength – while my partner drafted our results.

Interning at the U.S. Mission in Indonesia or Vietnam would **(afford me a unique opportunity to meaningfully contribute, while developing valuable skills for future work in the U.S. Foreign Service**). I look forward to the possibility of using my regional familiarity, cultural adaptability, and team-oriented attitude to work toward fulfilling Mission goals.