**Elizabeth Pinedo**

4003 Red River St, Apt 101A, Austin, TX 78751

317-366-3757 | [pinedoliz@g](mailto:pinedoliz@gmail.com)mail.com

**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:** WHA | |
| **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 Lima | |
| **SUMMARY OF SKILLS:** Professional working proficiency in Spanish; Cultural understanding gained from previous work and travel experiences to Mexico, Guatemala, the Dominican Republic and Haiti; Experience interning at the U.S. Department of State, Bureau of East Asian and Pacific Affairs, Office of Mainland Southeast Asia; Highly team-oriented. | |
| **2ND PREFERENCE:** Embassy Buenos Aires | |
| **SUMMARY OF SKILLS:**  Oral communication skills developed through presentations and workshops conducted in Spanish during internship in the Dominican Republic; Current coursework in International Affairs, Analytical Methods, Economics, and Writing for Public Policy; Proficient in Microsoft Office suite; Maintain positive attitude. | |
| **3RD PREFERENCE:** Embassy Quito | |
| **SUMMARY OF SKILLS: :** Professional working proficiency in Spanish; 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; Proficient in Microsoft Office suite. | |
| **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 am interested in interning at the Bureau of Western Hemisphere Affairs (WHA) because of the Bureau’s deep focus on promoting economic and social opportunities. 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 WHA would complement my studies and develop my professional skills. Drawn by my previous travel to Latin America and Spanish fluency, I am particularly interested in interning in the Consular or Public Affairs section of the U.S. Mission in Lima, Buenos Aires, or Quito. I am confident that I could contribute to Mission goals through my language skills, cultural adaptability, and ability to be a strong team player.

During my internship at a community development NGO in the Dominican Republic and Haiti, I strengthened my Spanish and communication skills through daily interaction with my host family and work sites. For example, I surveyed 27 individuals and families to obtain data and gave presentations and workshops to local community groups, including a pricing workshop to members of a local women’s association. I hope to use these communication skills to understand local dynamics and accomplish tasks more effectively.

In addition to my internship in the Dominican Republic, studying abroad in Japan and South Korea increased my cross-cultural skills—a skill that would serve me well in either the Consular or Public Affairs section. My experience in Asia taught me the challenges of navigating an unfamiliar culture and language. I also learned the joy of overcoming culture shock: gaining a different perspective. To this day, I maintain close contact with my host family in South Korea despite having had no practical language skills when I arrived. With this background, I am eager to explore the array of complex issues, from immigration and good governance to counter-narcotics, facing communities.

Finally, my internship working with Foreign Service Officers in the Office of Mainland Southeast Asia highlights my ability to work as a team player. I assisted U.S. government officials in securing a Burmese visa and maintained records 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.

Based on my language skills, cultural adaptability, and teamwork, I believe I am a strong candidate for an internship in WHA. I look forward to the possibility of learning more about Mission goals and contributing to U.S. efforts in the region.