

**Kathleen S. Sheehan**

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## **Government Experience**

**Executive Director  
Council of American Ambassadors**

**July 2018 to present**

Manage the Council's program and financial operations. Administer two fellowship programs – one for mid-career State Department Public Diplomacy officers and one for college students completing internships at the State Department. Plan and organize all aspects of two annual conferences focusing on current foreign policy challenges.

**Program Officer  
Department of State  
Bureau of Population, Refugees and Migration, Office of Admissions**

**April 2005 to July 2007**

Managed U.S. refugee resettlement programs in Bangkok, Thailand and Ho Chi Minh City, Vietnam, with budgets totaling \$12 million.

Cooperated with international partners to ensure arrival of 15,000 refugees. Oversaw a reduction in back-logged cases and the implementation of anti-fraud and security measures.

**Senior Watch Officer  
Department of State  
Bureau of Verification and Compliance, Nuclear Risk Reduction Center**

**July 2004 to April 2005**

Supervised five people in running a 24-hour operations center to verify compliance and to implement notification requirements for multiple arms control treaties.

**Program Officer  
Department of State  
Bureau of Population, Refugees and Migration, Office of Admissions**

**July 2001 to July 2003**

Directed resettlement of over half of all refugees admitted to the U.S. in FY 2002 via management of Eurasian and Balkan refugee programs.

**International Relations Officer  
Department of State  
Bureau of European Affairs, Office of Russian Affairs**

**July 1998 to December 2000**

Analyzed Russian security policy in Europe. Drafted briefing memos and talking points for senior officials. Traveled with and staffed meetings in Moscow for State Department officials.

**Watch Officer  
Department of State  
Operations Center**

**July 1997 to July 1998**

Briefed senior officials on fast-breaking world events, coordinated U.S. Government response to incidents with foreign policy implications, and drafted policy papers for Secretary of State.

**Political Officer**  
**Department of State**  
**U.S. Consulate Shenyang, People's Republic of China**

**January 1995 to July 1997**

Maintained dialogue with Chinese officials, academics and NGOs to promote American priorities. Orchestrated and staffed Administration and Congressional visits to China.

**Consular Officer**  
**Department of State**  
**American Institute in Taiwan**

**July 1993 to July 1995**

**Legislative Correspondent**  
**Office of Senator Joseph Lieberman**  
**Washington D.C.**

**January 1989 to July 1990**  
**June 1992 to January 1993**

**English Teacher**  
**Fudan University**  
**Shanghai, People's Republic of China**

**August 1987 to August 1988**

#### **NON-PROFIT EXPERIENCE**

President, Vice-President, Representative  
**Washington International School Parents Association**  
Washington D.C.

**September 2009 to present**

Planned events including conferences, roundtable discussions, receptions and dinners. Prepared agendas and minutes for meetings between WISPA and school administration. Coordinated efforts to increase Annual Giving campaign.

Board Member  
**J. Kirby Simon Foreign Service Trust**  
Washington D.C.

**April 1995 to present**

Managed all public relations for the Trust. Drafted articles for professional publications and updated social media sites. Administered annual review of over 50 proposals and organized distribution of grants totaling \$60 thousand per year.

Board Member  
**Bowen McCauley Dance Company**  
Arlington, Virginia

**January 2013 to January 2015**

Planned and hosted fund-raising events including annual gala at the Kennedy Center.

## **EDUCATION**

**The Fletcher School of Law and Diplomacy**, Tufts University, Medford, Massachusetts  
Master of Law and Diplomacy, 1992

**Smith College**, Northampton, Massachusetts  
Bachelor of Arts, 1987

## **PUBLICATIONS**

“The Migrant Crisis in Europe and the U.S. E.U. Relationship”  
Foreign Service Journal, May 2017

“Two Decades of Volunteer Support: Kirby Simon’s Legacy”  
Foreign Service Journal, March 2016