

Katie Conti

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HIGHLIGHTED SKILLS & ACCOMPLISHMENTS

Experience conducting in-person and virtual public diplomacy programs & event management, strategic research for nonprofits, high-level protocol & executive support, proficient English/French/Italian including written editing & translation, donor & board relations, communications strategy & analytics, executing digital content calendars, photo & video content creation & editing (including 360°/VR), graphic design using Canva & Adobe Suite, AP Style Newswriting, youth engagement & intercultural communication

PROFESSIONAL EXPERIENCE

Program Coordinator, Pan Africa Youth Leadership Program

(February 2020 – Present)

Program Associate, Pan Africa Youth Leadership Program

(August 2019–February 2020)

Meridian International Center – Washington, D.C.

Manage all logistical, financial, communications, & programmatic needs to implement Department of State's Pan Africa Youth Leadership Program, welcoming 150 anglophone & francophone high school participants & adult mentors 2x/year • Support Program Director with PAYLP City Partner Consortium management • Draft communications to ECA counterparts & overseas posts, draft quarterly report sections • Led 2020 domestic vendor procurement (Washington, DC & Chicago), managed cancellation of contracts & financial recuperation following 2020 cancellation due to COVID-19 • Division liaison to central Meridian Communications Dept: maintain GC staff & project pages on website, convey program comms needs, lead collection of alumni stories for #FacesOfMeridian campaign • Create graphics using Canva and Adobe Suite • Serve on Strategic Planning Working Group on Branding & Messaging, GC Monitoring & Evaluation Working Group • Mentor & lead training of Division's interns • Write Communications Strategy & build conference & virtual convening agendas for Dept. of State / ECA grant proposals • 2020 Fambassadors Co-Captain

Interim Board Liaison & Executive Assistant to the Executive Offices

(January 2020–February 2020)

Temporary detail assignment to provide support to the President/CEO and Executive Vice President/COO during staffing gap and organize February 2020 meeting of the Meridian Board of Trustees • Receive guests and support executives' scheduling • Manage communications with trustees & prospective board members • Support training & on-boarding of new Executive Assistant upon hire

Special Assistant to the Vice President, GlobalConnect

(March 2019 – August 2019)

Coordinate grant proposal submissions for new bids • Take notes in high-level meetings, compile task lists & conduct post-meeting follow up • Member of Tech Working Group, support set up of Salesforce database • Reconcile procurement card & frequent flier mile accounts • Compile Vice President's travel agendas & research for pre-departure book • Served as event producer for Meridian's inaugural Corporate Diplomacy Professional Development Training Program in April 2019 • Secured speaking engagements & press opportunities for Vice President & CEO • Accompany & coordinate logistics for exchange visitor programs in Milwaukee and Atlanta

Staff Assistant – Executive Office

(July – November 2018)

The Brookings Institution – Washington, D.C.

Scheduled meetings for President & Chief of Staff • Took notes in high-level meetings & compiled task lists • Reconciled procurement card & expense accounts • Coordinated travel arrangements & security credentials for President • Compiled President's nightly pre-read book • Drafted memos for President's Strategic Management, Engagement, & Research Priorities • Acted as Executive Office Liaison to manage 3 Head of State visits • Secured VIP speakers, coordinated logistics, & internally publicized the first 3 editions of the President's Leadership Series • Facilitated Executive communications with Brookings Research Programs, Trustees, & stakeholders

Social Media Intern – Africa Regional Media Hub

(August 2017 – June 2018)

US Dept. of State, Bureau of Public Affairs - Virtual Student Foreign Service / Johannesburg, South Africa

Analyzed social media trends for mentions of US policies & programs in Africa • Briefed Hub officers on influencers, large-scale conversations & reach/engagement on DoS posts • Aggregated & analyzed press clips of Hub Calls & US-Africa policy issues, using Meltwater, BrandsEye, & SysomosPro platforms (English & French sources) • Edited photos for social media publication

Communications Team Lead – 2017/2018 Remembrance Scholar Cohort

(June 2017– May 2018)

Syracuse University Pan Am 103 Remembrance Scholarship Program – Syracuse, NY

Honored 35 Syracuse student victims & all 270 lost in the 1988 bombing of Pan Am Flight 103, throughout final year at Syracuse University • Coordinated scholar media relations: wrote press releases, pitched stories & secured scholar interviews for on-campus & local media outlets • Produced Remembrance Week panels & community engagement events • Created communications strategy to improve volume & diversity of attendance at Remembrance Week events • Maintained digital content calendar: wrote & produced Facebook, Instagram & Twitter content • Conducted educational presentations for influencer groups on campus & Homecoming Weekend alumni outreach

Intern – Office of the President/CEO, Office of Development

(June – August 2017)

Center for Strategic and International Studies (CSIS) – Washington, D.C.

Developed prospect strategy documents for new corporate & foundation partners • Researched potential speakers & corporate sponsors for the “Smart Women Smart Power” initiative • Created a database of Corporate Member CSR initiatives & focus areas • Wrote monthly newsletter & industry deep-dive reports • Aggregated Asia news & emerging business risks into weekly brief for corporate partners • Drafted acknowledgement letters, managed correspondence flow to/from President's desk • Supported donor engagement data tracking in Salesforce • Assisted President's Office & Strategic Planning Team on *Securing our Future* capital campaign • Greeted guests & supported protocol/advance teams with Head of State & Ministerial visits • Coordinated invitations, logistics & catering for high-level events & corporate roundtables • Served in the DC community with Summer Service Committee

University 100 Student Ambassador, Recruitment Communications Assistant (June 2016 – May 2018)
Office of Undergraduate Admissions, Syracuse University – Syracuse, NY

Served as a University Ambassador and Tour Guide to prospective students and families • Represented University in publications and at Special Events • Staffed & Coordinated Student Activities Fair at Orange Preview Days & other recruitment events • Photographed 100+ Student Ambassadors' portraits for publication • Produced a 360° virtual reality experience for “Own the Dome” admitted students program • Designed Facebook cover photo & poster graphics for “New U” Tour Guide Recruitment

Program Support Intern

(May 2016 – June 2017)

The Near East Foundation - Syracuse, NY Headquarters

Supported Senior Monitoring & Evaluation Officers: Compiled & analyzed M&E impact data for development efforts in 9 countries in West Africa & the Middle East • Edited quarterly project reports to coincide with donor requirements, wrote updates for NEF website • Organized knowledge products into SharePoint database • Coordinated officers' travel to project sites Assisted Communications & Development Officers: Consulted on marketing functions & social media strategy • Edited & Translated press releases & fundraising copy • Organized photo/graphics library in Adobe Lightroom • Developed Media Interaction Guidelines for Country Teams • Staffed & Coordinated registration for NYC film premiere of *They Shall Not Perish: The Story of Near East Relief*

USA Pavilion Student Ambassador

(July - October 2015)

US Dept. of State, Friends of the USA Pavilion, EXPO 2015: Feeding the Planet, Energy for Life - Milan, Italy

One of 60 students selected to represent the USA as cultural ambassadors at the 2015 International Exposition (World's Fair) • Supported protocol officers with social media, photography, hospitality for crucial delegation visits • Facilitated tours for heads of state, foreign diplomats, congressional delegations & business executives • Served as Student Ambassador Liaison to Pavilion's Executive Board & Team Shift Manager • Blogged for “Terrace Talks” speaker series • Worked with PR team to build a dynamic pavilion atmosphere: Coordinated Flash Mob dances in support of “Let's Move” Campaign & formed a Student Ambassador A Cappella Group to perform in the pavilion & at special events • Coordinated volunteers for World Humanitarian Day & Save the Children charity partnerships • Worked with Embassy Rome FSOs to coordinate travel & logistics for Student Ambassador visit with U.S. Ambassador to the United Nations Agencies in Rome & briefings at the UN Food and Agriculture Organization & World Food Programme Headquarters

EDUCATION

Bachelor of Arts, Syracuse University

International Relations, Geography – Maxwell School of Citizenship & Public Affairs

Regional Concentrations: Africa & Europe; Topic Concentrations: International Organizations & Sustainable Development

Public Communication Studies – S.I. Newhouse School of Public Communication

Coursework Concentrations: Journalism & Emerging Media, Intercultural Communication, Communication Strategy

OVERSEAS STUDY

Syracuse University in Florence

Florence Italy – Fall 2014

L'Institut Catholique de Paris

Paris, France – Summer 2013

Projects Abroad French Intensive

Saint-Louis, Senegal – Summer 2012

LANGUAGES

English

Native Speaker

French, Italian

Advanced Working Proficiency

Russian, Spanish, Wolof

Basic Knowledge

CURRENT ORGANIZATIONAL AFFILIATIONS

Public Diplomacy Council • Women's Foreign Policy Group – Young Professional Network • Sigma Iota Rho International Relations Honor Society • Alpha Phi Omega International Community Service Fraternity

RECENT VOLUNTEER & EXTRACURRICULAR ENGAGEMENT

COVID-19 Community Engagement & Fundraising Taskforce – Erie Playhouse (Erie, PA)

Member, Focus Group on Youth Engagement; Event Support Volunteer - Public Diplomacy Council (Washington, DC)

Contributing Writer, Conference Staff - National Model United Nations Conference –Remote / UN Headquarters (New York, NY)

Festival & Special Events Volunteer, Usher - John F. Kennedy Center for the Performing Arts & Arena Stage (Washington, DC)

Social Media Volunteer - Women's Diplomatic Series (Washington, DC)

Academic Exchange Application Evaluator – American Councils on International Education (Washington, DC)