

Jeffrey L. Simmons, Jr.

(205) 451-5627 • jeffsimmonsjr@gmail.com • www.linkedin.com/in/jeffrey-simmons-jr
1400 Irving St NW #406, Washington, DC 20010

GOVERNMENT CLEARANCE

Top Secret Security Clearance • Suitability Clearance • Worldwide Availability Medical Clearance

EDUCATION

American University School of International Service, Washington, DC

Candidate for M.A. in Intercultural and International Communication

Concentration: Cultural and Public Diplomacy; *Expected Graduation:* May 2021

Florida Agricultural & Mechanical University, Tallahassee, FL

Bachelor of Science in Political Science *Degree Awarded:* May 2019

Concentration: International Relations; *GPA:* 4.0/4.0

EXPERIENCE

American University School of International Service, Washington, DC

Graduate Assistant for the Dean of the School of International Service, December 2019 - Present

- Schedule meetings on behalf of the dean and maintain her appointments
- Resolve dilemmas that students or faculty may have when entering the suite.
- Complete special projects at the request of the dean, assistant dean, or her special assistant.
- Supervise federal work study students in the completion of their assigned tasks.
- Serve as a personal assistant to the dean.

House Committee on Homeland Security, Washington, D.C.

Homeland Security Fellow, May 2019 – December 2019

- Conduct research and data analysis on a variety of topics including immigration and the Southern Border to support the Border Security Facilitation and Operations Subcommittee.
- Compile research to support the Intelligence and Counterterrorism Subcommittee.
- Summarize important reports to support the Oversight Management and Accountability Subcommittee.
- Coordinate with team members throughout the committee to complete pressing projects/assignments.

United States Department of State, Washington, DC

Charles B. Rangel International Affairs Fellow, November 2018- Present

- Complete rigorous professional development training led by retired ambassadors and Foreign Service Officers.
- Serve as an international affairs expert in Congress while performing legislative and administrative duties.
- Engage with foreign service officers and international affairs practitioners to develop a deeper understanding of international affairs and Congress's relationship with the Department of State.

Una Chapman Cox Foundation, Washington, DC

Diplomacy Seminar Fellow, November 2018

- Led an international peace summit exercise at the U.S. Diplomacy Center (Attended by 20+ government professionals)
- Served as a World Trade Organization representative for a multinational conflict resolution exercise.
- Completed professional development activities to strengthen communication & analytical skills.
- Presented the benefits of a career in the Foreign Service to 26 program participants and served as a resource for them.

Florida Agricultural and Mechanical University, Student Senate, Tallahassee, FL

Senator, October 2018-May 2019

- Wrote and presented bills before the Senate addressing imperative issues concerning the FAMU community.
- Served on the Judicial & Rules Committee, reviewing & revising important student body documents and ensuring the Senate is properly adhering to the established internal rules of procedure.
- Advocated on behalf of all students of FAMU to ensure that their needs & desires were being met.

Florida Agricultural and Mechanical University, Honor Student

Association, Tallahassee, FL

President, April 2016-May 2019

- Created an annual schedule of events for the student body.
- Organized volunteer events and educational programs on behalf of the Honors community.
- Coordinated with other organization leaders to create programs to benefit the entire FAMU community.
- Encouraged students to join the Honors Program and advocated on their behalf.

Office of the Congressional Black Caucus, Washington, D.C.

Communications Intern, May 2018-July 2018

- Crafted a successful social media campaign that was launched across multiple platforms.
- Served as the official photographer for various events on behalf of the Caucus.
- Managed all duties as assigned, answered front office telephones, and organized incoming mail.

Palestinian American Youth Civic Engagement Forum (A Stevens Initiative Grant from the Aspen Institute),

Fellow, November 2017-May 2018

Des Moines, IA & Tallahassee, FL

- Coordinated with international students to find ways to encourage youth to participate in politics.
- Created podcasts to teach students about the political process and how they can create change.
- Taught students how to create podcasts for educational purposes.
- Conducted interviews to collect information for podcasts and edit audio using Audacity software.

FAMU Kinship of Big Brother Little Brother Mentoring Program, Tallahassee, FL

Secretary, April 2016-April 2017

- Drafted and distributed announcements and reminders for upcoming events.
- Conducted interviews for leadership positions in the organization.
- Reported on executive board meetings and committee meetings to general body members.
- Recorded meeting minutes to document important activities within the organization.
- Mentored underclassmen to prepare them for the world beyond their undergraduate experience.

Chick-Fil-A, Trussville, AL

Team Member, Summer/Winter 2015, Summer 2016, Winter Break 2017

- Engaged patrons with a smile while performing guest service and food preparation duties.
- Resolved customer concerns in a courteous and timely manner.
- Conducted financial transactions on cash-register.
- Led in-store marketing campaigns by advertising upcoming events and new items to customers.

ACTIVITIES & HONORS

- FAMU President's List Fall 2015- Spring 2019
- Life Gets Better Scholarship Recipient, 2015-2019
- Elizabeth Loftus Scholarship Recipient, 2015
- Cox & Chatman Scholarship Recipient, 2015

ORGANIZATIONS

- **Graduate Black Student Association** – Member, Spring 2020 - Present
- **Culture and Communication Student Forum** – Member, Spring 2020-Present

LANGUAGES

- **German** (Beginner/ Intermediate)
- **Spanish** (Beginner)