

# NICOLE A. MULARZ

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## PROFESSIONAL EXPERIENCE

**Meridian International Center, Professional Exchanges Division (PED), Washington, DC** 12/2017–Present  
**Senior Program Associate and Trainer**

- Manage the logistics and administration of high-profile International Visitor Leadership Programs (IVLPs) including: The White House's Women's Global Development and Prosperity Initiative (W-GDP), the International Women of Courage Award, the Trafficking in Persons Report Heroes, the Global Threat Cooperation Initiative, and the Women in Entrepreneurship program in collaboration with the U.S. Department of State's Bureau of Educational and Cultural Affairs
- Oversee finances from proposal to final reconciliation for programs totaling over US \$446k
- Train incoming Meridian program associates on IVLP standard operating procedures

**Smithsonian Institution, Office of International Relations, Washington, DC** 9/2017–11/2017  
**International Exchanges Graduate Intern**

- Compiled institutional J-1 annual report data for the U.S. Department of State and processed DS-2019 forms on SEVIS to facilitate exchange opportunities among international scholars, staff, and researchers
- Coordinated and evaluated International Visitor Leadership Program meetings at the Smithsonian Institution

**American University, Office of Development and Alumni Relations, Washington, DC** 2/2016–9/2017  
**Development Coordinator, College of Arts and Sciences**

- Implemented strategy for international stakeholder engagement events and conducted prospect research for American University affinity groups in the United Kingdom for the Office of the President
- Executed programming and special events to promote the College of Arts & Sciences' fundraising campaigns for the Science and Technology Departments, the Center for Israel Studies, and the American University Museum

**American University, Office of Development and Alumni Relations, Washington, DC** 2/2015–2/2016  
**Staff Assistant, Campaigns and Planning**

- Managed administrative needs and provided programmatic support to executive staff and 20 advancement professionals
- Composed the FY2016 annual report which evaluated year-end campaign strategy and fundraising progress

**American University, Community-Based Learning Program, Washington, DC** 1/2012–7/2012; 3/2013–11/2013  
**Trip Fellow in Cape Town, South Africa**

- Created a trip itinerary, budget, and student curriculum on the history, politics, and cultures of South Africa
- Developed the intercultural leadership skills of American University students and facilitated meetings with Cape Town area community leaders, South African NGOs, and local government officials

## CONGRESSIONAL EXPERIENCE

**Office of U.S. Senator Chris Coons (D-DE), Washington, DC** 1/2014–2/2015  
**Foreign Policy and Press Intern**

- Assembled comprehensive country profiles and delegation biographies for 2014 U.S.-Africa Leaders Summit
- Authored blog posts for Senator Coons' digital platforms and conducted research on the Ebola crisis for briefings

**U.S. Senate Committee on Foreign Relations, Washington, DC** 9/2013–12/2013  
**African Affairs Intern**

- Maintained bill text edits for the President's Emergency Plan for AIDS Relief (PEPFAR) reauthorization legislation
- Composed correspondence to *Fortune 500* companies for the ratification of the Convention on the Rights of Persons with Disabilities

## EDUCATION

**American University, School of International Service, Washington, DC** 5/2018  
M.A., Intercultural and International Communication | Concentration: Public Diplomacy

**American University, School of Public Affairs, Washington, DC** 5/2014  
B.A., Communications, Legal Institutions, Economics, & Government (CLEG) | Minor: Sociology

**University of Cape Town, Cape Town, South Africa** 7/2012–11/2012  
Study Abroad