

Adam P. Footlik

adamfootlik@gmail.com Tel: 904-321-7541

FAVORABLY ADJUDICATED TIER 5 BACKGROUND CHECK

Date: 02/27/2019

PROFESSIONAL EXPERIENCE

International Affairs Specialist, GS-11, Step 1
GS-09, Step 1

Jan 2020 – Pres.
Nov 2018 – Jan 2020
Washington, D.C.

U.S. Department of Justice – Office of International Affairs

- **Analysis:** Review and analyze mutual legal assistance requests received from foreign governments in criminal matters, often in the source language. Manage a diverse caseload that includes requests from Japan, Korea, Canada, Mexico, and the Central American countries.
- **Written communication:** Prepare clear and concise summaries of investigative reports, allegations, and facts in international criminal cases. Draft numerous USG correspondence to foreign authorities and to U.S. Attorney's Offices seeking assistance to execute requests.
- **Capacity building:** Prepare materials to train foreign counterparts on best practices for preserving and obtaining records from U.S. communication service providers for use in criminal investigations.
- **Represent the United States Government** in bilateral treaty consultations and in daily email correspondence with foreign counterparts.
- Collaborate with attorneys to determine how to advance cases. Organize events and clubs involving people throughout the office, including the Spanish club and a visit for students from American University.
- **Most recent performance appraisal:** 4.5/5.0 (Exceptional).

Program and Communications Associate

Oct 2018 – Nov 2018

Program Associate

Oct 2017 – Oct 2018

US-China Education Trust (USCET)

Washington, D.C.

- **International visitor program creation:** Organized an essay contest for Chinese graduate students on "The impact of international education exchange on U.S.-China relations." Escorted the winners to the American Studies Association Annual Meeting in Atlanta. Arranged excursions to enrich the delegation's experience, included visits to the Carter Center and National Center for Civil and Human Rights. Escorted the delegation to Washington, D.C. to participate in a panel discussion U.S. on *International Education and Exchange: Building Bridges in Times of Turbulence*. Handled trip logistics and recruited the Fulbright Association as a partner.
- **Organizing and outreach:** Recruited partners, including the Pew Research Center and former Members of Congress, to meet a visiting delegation from China's Central Party School. The visitors gained firsthand insights into the implications of the midterm elections and the impact of domestic politics on U.S.-China relations.
- **Exchange program development:** Designed a culinary diplomacy program funded by the U.S. Embassy in Beijing entitled *Culinary Connections: Building Bridges through Food*. Recruited author Jennifer 8. Lee, who traveled with Malaysian-American chef Simpson Wong to multiple sites in China. Lee discussed the history of Chinese food in the United States, while Wong prepared samples for the audience. Participants learned how shared cuisine continues to foster deep links between Chinese and American communities. Grant amount: \$50,000.
- **Financial management:** Formulated budgets for multi-year grant proposals, tracked expenditures, and administered financial transactions.
- **Monitoring & evaluation:** Implemented monitoring and evaluation plans to track and report program progress. Analyzed program impact and drafted progress reports for the U.S. Department of State, including reports on our *Advancing Data Journalism in China* program. This assistance program, funded by State's Bureau of Democracy, Human Rights, and Labor, furthered Chinese citizens' right to free information through training workshops led by American journalists for Chinese media practitioners. Used a survey-based monitoring and evaluation framework to measure the short and long-term impact of the program.

Adam P. Footlik

adamfootlik@gmail.com Tel: 904-321-7541

- **Program planning & implementation:** Assisted in planning and implementing USCET's 15th Annual American Studies Network Conference in Shanghai. More than 80 people representing 37 universities and think tanks participated in the conference, which focused on *The Impact of International Education Exchange on US-China Relations: Yesterday, Today, and Tomorrow*.
- **Designed and implemented a public diplomacy program** entitled "Navigating the Hopes and Challenges of Immigration." Escorted two authors on a speaking tour that included stops at the U.S. Embassy in Beijing, the U.S. Consulate in Shanghai, and several universities in China.
- **Gave presentations to Chinese audiences** on USCET history and programming. Communicated in Chinese to maintain relationships with counterparts and implement programs.
- Monitored the broad trends in U.S.-China relations in order to formulate future programming ideas. Broadened USCET's professional network by recruiting contacts from American University and the Fulbright Association to partner in program creation and implementation.
- Quickly found solutions that ensured successful program implementation when encountering unexpected circumstances and logistical issues.

Research Assistant/Teaching Assistant American University

**Sep 2016 – May 2018
Washington, D.C.**

- Assisted in course management and teaching of SIS 647, a graduate course on "Governance, Democracy and Development."
- Assisted Dean Emeritus Louis Goodman with academic research on regional public goods. This research compared patterns of cooperation over time in various world regions.

Research Contractor, 20 hours/week Inter-American Development Bank

**June 2017-Sep 2017
Washington, D.C.**

- Analyzed treaty data and tested hypotheses on regional public goods, including their sequencing, speed of generation, diversity, and location.
- Visualized data using Microsoft Excel by creating bar charts depicting frequency and diversity of regional cooperation based on a database of bilateral treaties.

Public Diplomacy Intern Embassy of Peru

**Sep 2016 – Dec 2016
Washington, D.C.**

- Composed government correspondence concerning the return of Peruvian cultural property. Composed speeches on a short deadline for diplomats introducing art gallery exhibitions and film festivals.
- Assisted in planning, coordinating and promoting Ambassador Carlos Pareja's visit to American University.
± **Key Accomplishment:** Translated a speech given by the Deputy Chief of Mission for a presentation at the State Department on renewing the Memorandum of Understanding on Cultural Property between the United States and Peru.

Volunteer English Instructor United States Peace Corps

**June 2014 – July 2016
Guiyang, China**

- Created semester curricula and led Oral English classes for more than 300 students.
- Co-led a two-week training program for 100 primary school teachers in oral English teaching strategies.
- Planned and organized a piano concert for 300 students focused on the diversity of American musical traditions. Program sponsors: The U.S. Embassy in Beijing and American Voices.

Adam P. Footlik

adamfootlik@gmail.com Tel: 904-321-7541

- Created a fitness club for students that resulted in more than 200 active club members improving their level of fitness and understanding of nutrition. Raised \$300 to purchase new dumbbells and Yoga mats and hold club activities. Fostered teamwork, camaraderie, and student leadership such that the group continues to exist today.

Teaching Assistant

Ministries of Education of Madrid & Galicia

Sep 2011 – June 2014

Tres Cantos & La Coruña, Spain

- **Teamwork:** Jointly taught English and science classes with senior teachers to facilitate elementary and vocational school students' improvement in pronunciation, grammar and speech.
- **Oral Communication:** Served as an ambassador of the United States by answering questions about America and by giving presentations on American political and cultural topics.

Volunteer

AIDA, Ayuda, Intercambio y Desarrollo (Spanish NGO)

Jan 2014 – June 2014

Madrid, Spain

- Translated and developed internal documents and grant proposals from Spanish to English, including AIDA's 2014-2017 strategic plan. Translated project-related documents destined to Morocco and Bangladesh.
- Served as a liaison between director and non-Spanish speaking staff abroad. Revised AIDA's previously translated presentations and led fundraising efforts in English-speaking countries.

Voluntary Assistant

United Nations World Food Programme

Sep 2009 – Dec 2009

Panama City, Panama

- Researched, organized and graphed statistics on indicators of human development and prepared them according to office standards.
- Assisted in various clerical support assignments, including the translation and revision of internal and external WFP documents.

LANGUAGE SKILLS

- Fluent in written and conversational Spanish
- Spoken Mandarin – Advanced Low on Peace Corps Language Proficiency Interview
- Passed HSK4 Chinese Proficiency Test in listening, reading and writing, license H41606899300100014

EDUCATION

Master of Arts in International Affairs

American University

May 2018

Washington, D.C.

Concentration: United States Foreign Policy & National Security

Honors: Recipient of Graduate Assistantship Award (88% tuition remission + stipend)

GPA: 3.88

Relevant coursework:

- **Practicum on Cultural Diplomacy and International Exchange**
 - o Surveyed and interviewed former politically-appointed U.S. ambassadors to determine how they perceive the Fulbright Program as a tool of diplomacy. Our team used their responses to provide recommendations to the Fulbright Association on how best to advocate for the Fulbright Program with Members of Congress and within the U.S. Department of State.

Adam P. Footlik

adamfootlik@gmail.com Tel: 904-321-7541

- **Budgeting for National Security**
 - o Final assignment: Briefing book on the Migration and Refugee Assistance Account & Emergency Refugee and Migration Account. Analyzed historical funding trends as well as the FY 2017 request, and provided alternative options for funding priorities based on three congressional appropriation scenarios.
 - o Key concepts covered: The federal budget process, agency and cross-agency planning and budgeting.

- **Project Management**
 - o Final project: Analyzed *Shortcomings in the World Bank's Management of the Chad-Cameroon Petroleum Development and Pipeline Project*.
 - o Key concepts covered: Work Breakdown Structure, Cost Estimation, Teamwork, and Risk Analysis.

Bachelor of Science in International Affairs and Spanish
Florida State University

Honors: summa cum laude, Phi Beta Kappa, completed Honors Program

April 2011
Tallahassee, FL