

# JULIA WYGANT

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## **SUMMARY**

I have experience in program coordination and support for international exchange programs. I am experienced in project proposals, public speaking, and event planning. I am a true connector and thrive when I can build relationships and bridges between people and cultures. I have an exceptional eye for detail and am able to prioritize tasks and adapt quickly. I am an excellent writer and have written reports, articles, and proposals on sensitive topics for both the non-government and government sectors.

## **WORK EXPERIENCE**

***Program Coordinator, IVLP On-Demand*** **April 2020 -- Present**  
**U.S. Department of State, Office of International Visitors -- Washington, D.C.**

- Assist multiple Program Officers with the planning and implementation of at least 8 Virtual Exchange Programs
- Facilitate virtual check-in meetings prior to Virtual Programs to ensure tech is running smooth and interpretation (if needed) is accessible
- SharePoint Committee Member for our Division
- Request Liaisons and Interpreters for Virtual Projects

***Assistant Program Officer, IVLP*** **January -- April 2020**  
**Cultural Vistas -- Washington, D.C.**

- Manage program budgets of up to \$100,000 for IVLP projects
- Confirm and coordinate hotels and flight logistics for international visitors and their interpreters and liaisons
- Welcome international delegations to Washington, D.C. through an administrative briefing with Project Managers from the Department of State

***International Visitor Program Intern*** **June 2019 -- January 2020**  
**World Affairs Council -- Seattle, WA**

- Confirm and secure over 20 homestay families for three youth exchange programs from Mexico, Belarus, and Iraq
- Prepare, coordinate, and accompany more than 15 professional exchange delegations to their program meetings with leaders at Microsoft, Amazon, Weber Shandwick, City of Seattle, etc.
- Research and write project proposals for local resources for four delegations on Entrepreneurship, Civil Society, Microbreweries, and Fashion

***Public Press and Diplomacy Intern*** **September 2018 -- December 2018**  
**U.S. Department of State Bureau of South and Central Asian Affairs -- Washington, D.C.**

- Coordinated and led 30 professional exchange groups round-tables with representatives from the Department of State on various topics including education, peace and security, law enforcement, journalism, and entrepreneurship
- Organized a two-day workshop on Countering Violent Extremism with policy leaders from Bangladesh, Sri Lanka, and the Maldives
- Compiled highlights from Embassies and Consulates abroad to showcase successes in public diplomacy efforts for the weekly highlights email sent to the entire South and Central Asian Public Diplomacy team in the State Department

## **EDUCATION**

**Bachelor of Arts, International Relations, *Cum Laude***

**August 2015 -- May 2019**

*Azusa Pacific University -- Azusa, CA*

**Education Abroad:** Intercultural Communication in Chiang Mai, Thailand (2017), and Intensive Spanish in Seville, Spain (2014)

## **SKILLS**

Highly organized with sharp attention to detail  
Strong critical thinker and writer  
Team Player and self-starter

Strong interpersonal skills  
Proficient in Salesforce, Microsoft suite, IVRC  
Flexibility and positive attitude