

## **RAISA DUKAS**

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### **EXPERIENCE and INTERNSHIPS**

**U.S. Department of State Washington, DC**

**Foreign Service Officer**

**January 2016 – Present**

**U.S. Embassy in Beirut, Lebanon**

- Supervised four Locally Employed Staff and oversees the arts and culture, university outreach, American Spaces (2), emerging voices, and alumni portfolios.
- Oversaw Post's educational and professional exchange programs valued at \$2.4 million and served as the Grants Officer for awards valued at a total of \$6.3 million.
- Developed Cultural Affairs Strategic Plan and created grants outreach efforts to develop capacity of local Lebanese non-governmental organizations.
- Established the Community of Practice for cultural affairs officers in the Middle East.
- Honorable Mention Lois Roth Award for Cultural Diplomacy, 2021

**U.S. Embassy in Quito, Ecuador**

- Represented interests of the U.S. government by conducting fraud investigations for passport and visa services, performing fraud trend analyses, and writing policies regarding visa adjudication and revocations.
- Rendered services to U.S. citizens abroad and to foreign nationals traveling to the United States including adjudicating U.S. passport and non-immigrant visas applications and providing notarial services.
- Planned the 2016 Election Night event hosted by the U.S. Embassy in Quito.

**Java Productions Inc.**

**Washington, DC**

**Consultant**

**January 2015 – December 2015**

- Provided strategic and project management support for the U.S. Coast Guard effort to standardize configuration management across its IT enterprise, consolidate IT spending and procurement, and develop an IT baseline for units and billets.
- Served as a trusted advisor for project execution and develops tools for successful execution.
- Developed and presented briefings to leadership including the Deputy Chief Information Officer.
- Assisted with the development of a framework for the Coast Guard's participation in the Department of Defense's Joint Information Environment effort.
- Served as a policy writer for IT policy refresh efforts, including revising the Coast Guard's Electronics Stewardship Plan and the IT Configuration Management Policy.

**CENTRA Technology, Inc.**

**Arlington, VA**

**Principal Research Analyst/Deputy Program Manager**

**February 2009 – January 2015**

- Analyzed national security risk to support the Department of Homeland Security (DHS) with its Committee on Foreign Investment in the United States (CFIUS) mission.
- Wrote assessments, memos, and talking points for briefing senior DHS policymakers regarding policy recommendations regarding these transactions and ad hoc intelligence projects.
- Consolidated CFIUS case reviews with all DHS components, CFIUS member agencies and departments, and members of the Intelligence Community.
- Developed risk mitigation strategies and assists with the monitoring and enforcement of CFIUS risk mitigation agreements.
- Assisted with training new employees working onsite and developing contract proposals.

## **Research Analyst**

- Organized and coordinated 50 conferences and projects about topics including nuclear nonproliferation, energy, human security, Eurasia, South Asia, the Middle East, and other areas related to international security issues for U.S. Government agencies.
- Managed project tasks for three multi-component contracts on topics including South Asia, cyber security, and illicit finance.
- Wrote analytic reports on international affairs and national security topics.

## **United States Department of Energy**

**Washington, DC**

### **Intern**

**January 2008 - October 2008**

- Co-developed a pilot project to create a virtual platform for experts to conduct energy analysis, develop strategic foresights, and strategize about environmental security.
- Conducted open-source research on strategic petroleum reserves.
- Drafted white paper and presented original work to senior staff, including talking points for the Secretary of Energy in preparation for the G8 Ministerial Conference.

## **SKILLS**

Languages: Spanish (3/3), Arabic (2+/2+)

Computer Proficiencies: Microsoft Office Suite, InDesign, SPSS (data analysis), SharePoint

## **CLEARANCE**

Top Secret, U.S. Department of State

## **EDUCATION**

**Southern Florida University, Muma College of Business**

**Online**

**Certificate in Diversity, Equity, and Inclusion in the Workplace**

**May 2021**

**Georgetown University, School of Continuing Studies**

**Washington, DC**

**Certificate in Project Management**

**December 2014**

**Georgetown University, School of Foreign Service**

**Washington, DC**

**Master of Arts in Security Studies**

**May 2012**

- Concentration in International Security
- Thesis topic: *State Sovereignty as a Justification for Dissent: A Study of Non-Consensus Votes in the United Nations Security Council*

**Boren Fellowship Muscat, Oman**

**Graduate Fellow**

**July 2011 - January 2012**

- Studied Arabic: speaking, reading, writing
- Research paper topic: *How Oman Balances its Relationship with Iran and the United States*

**University of Rochester**

**Rochester, NY**

**Bachelor of Arts in International Environmental Policy & Spanish, with honors**

**May 2007**

- Completed degree requirements in three years, graduating *magna cum laude* • Studied abroad in Mexico, Czech Republic, and Belgium
- Honors thesis topic: *A Multinational Examination of the Correlation Between Nation-States' Welfare Regimes and Environmental Policies*
- Phi Beta Kappa Inductee, 2007