

EMMA SPAIDE

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WORK EXPERIENCE

Avantus Federal

Silver Spring, MD

Grants Management Specialist, National Oceanic and Atmospheric Administration August 2021 – present

- Support the National Telecommunications and Information Administration's (NTIA) Tribal Broadband Connectivity Program.
- Provide financial and administrative grant monitoring from pre award to project closeout.
- As of January 2022, awarded three grants totaling \$1.39M in U.S. government (USG) funds.
- Understanding of 2 CRF 200 and provide guidance on its application to grant recipients.

Meridian International Center, Meridian Center for Global Leadership

Washington, DC

Senior Program Associate

July 2019 – August 2021

- Administered logistics of the U.S. Department of State's International Visitor Leadership Program. (IVLP)
- Implemented 12 in person projects and five virtual projects with 287 participants from 98 countries.
- Coordinated with project stakeholders and community partners to develop projects on a variety of topics including the digital economy, government accountability, antitrust law, and countering violent extremism.
- Created, managed, and reconciled authorized project budgets totaling \$905,000 in USG funds.
- Co-led a 16 person grant rebid working group, organized a 700-page grant proposal package, and created addenda infographics for Meridian's FY21 IVLP Cooperative Agreement proposal.
- Appointed member of strategic planning group focused on enhancing cross-divisional collaboration and the creation of Meridian's Center for Global Leadership. (MCGL)

Grant Proposal Coordinator

September 2020 – August 2021

- Promoted to position and completed concurrently with the Senior PA position.
- Monitored IVLP Team's activities to ensure compliance with the IVLP Cooperative Agreement.
- Implemented two internal surveys used to track qualitative and quantitative key performance indicators.
- Drafted written and visual reports provided to internal and external stakeholders.

International Visitor Leadership Program Fellow

September – December 2017

- Developed urban water management resource project and networked with local Washington, DC based organizations to promote the IVLP and Meridian's work.

Smithsonian Institution, Office of International Relations Washington, DC

International Exchange Intern

January 2019 – May 2019

- Coordinated site visits and meetings for over 50 international visitors, including representatives of foreign governments, U.S. government interest groups, and international museum professionals.
- Managed internal database that monitored over 150 international visitors and J-1 visa scholars hosted by the Smithsonian in 2019.
- Processed DS-2019 J-1 visa documents and supplementary forms in the Department of Homeland Security's Student and Exchange Visitor Information System. (SEVIS)

EDUCATION

American University, School of International Service

Washington, DC

Bachelor of Arts in International Studies, Minor in Mandarin Chinese

May 2019

Cum Laude Honors

- 20th Annual SIS Undergraduate International Relations Research Symposium Panelist. April 2017
 - "Chinese Daughters in American Homes: The Commercialization of Chinese – United States Adoptions and the Influence of U.S. Discourse."

Peking University

Beijing, China

Study Abroad

January – April 2018

- Freeman-ASIA Scholarship recipient.

U.S. Institute of Peace

Washington, DC

Design, Monitoring and Evaluation for Programming in Fragile Environments

August 2020

Media and Arts for Peace

July 2020

SKILLS

Computer: Advanced with Microsoft Office Suite, Proficient in Canva, Canvas, Cvent, Hootsuite, Mailchimp

Languages: English (native), Mandarin Chinese (Beginner)
