EXPERIENCE

OSD/International Security Affairs

February 2012 to Present

Chief of Staff

Washington, DC

Serves as Chief of Staff to a 72-person component responsible for policy development on Defense issues in the Middle East, Europe/NATO, Russia/Eurasia, and Africa. In addition to chief of staff duties including management, personnel, and budget, oversees and approves policy decisions on behalf of the Acting Assistant Secretary.

Department of Defense

June 2011 to February 2012

Senior Advisor for Middle East Transition

Arlington, VA

Served as the Department point person on the implications of the Arab Spring and provided policy advice to senior DoD leadership; Leads a Department-wide task force to review Department activities, programs and posture in the Middle East and North Africa through 2020; drafted a separate White Paper with recommendations on how to promote and mitigate the risks of reform in the region; engages academics, think-tanks and the intelligence community on the implications of the Arab Spring; participated on behalf of the Department in interagency policy debates on the Arab Spring.

Department of State

July 2009 to June 2011

Senior Advisor on Iraq

Washingon, DC

Served as a principal Iraq strategist for the Department of State, providing policy advice for the Secretary, Deputy Secretaries, and Assistant Secretaries; led planning on transition in Iraq, the largest military-to-civilian transition since the Marshall Plan; acted as the Department's key problem solver on transition, teeing up interagency decisions; facilitated preparation of the fiscal year 2010, '11 and '12 budgets for Iraq; developed the Department's congressional strategy on transition and regularly briefed Members and staffers; and back-benched and represented the Deputy Secretary in interagency meetings.

National Security Council

January 2009 to July 2009

Acting Senior Director for Iraq

Washington, DC

Led the interagency process to draft the U.S. drawdown strategy from Iraq, as announced by President Obama in 2009, and the accompanying political and diplomatic strategies; ran the weekly Interagency Policy Committees on Iraq, facilitating implementation of the President's drawdown plan; initiated an interagency policy process on the military-to-civilian transition in Iraq, to include the plans for training the Iraq military and police forces; organized Deputies' and Principals' Committee meetings that determined U.S. policy.

National Security Council

August 2007 to January 2009

Director for Iroq

Washington, DC

Seconded to the NSC to implement the U.S. "surge" strategy and shepherd development of a U.S.-Iraq long-term relationship; served as the NSC rep on the the negotiation team for the U.S.-Iraq Security Agreement, or SOFA, and the accompanying Strategic Framework Agreement, and spent 5 months in day-to-day negotiations with the Iraqis in Baghdad. Upon return, worked with a small White House team to determine U.S. positions on the most sensitive issues of the Agreement, including the 3-year timetable for withdrawal of U.S. forces.

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U.S. Department of State

Political Officer

Jordan

Reported on the Arab-Israeli conflict from the U.S. Embassy in Amman.

The Follow-Up Committee on Arab Education

Director of Development

Israel/West Bank

Served as lead grant-writer and spokesperson for a Palestinian civil rights organization during the second intifada. Travelled regularly between Israel and the West Bank reporting on the civil rights status of Palestinians and Arab-Israelis, produced reports on conditions on the ground, briefed NGO, U.N. and international delegations on fast-changing events, and strategized with Israeli and Palestinian leaders and other non-profits on how to advocate more effectively for civil rights.

Harbor Early Childhood Services

Swahili Translator (part-time)

Translated for social workers making home visits to Somali families.

Roca, Inc.

Director of the Teen PACT Project

Boston, MA

Founded and ran a State-funded project that trained refugee teens in grassroots community organizing.

Putney Student Travel

Tanzania Project Coordinator

Tanzania

Led a group of 20 college students to build a new elementary school. Designed prepared curriculum in

May 2002 to September 2002

September 2000 to June 2001

February 1999 to September 2000

September 1998 to September 2000

June 1998 to August 1998

cross-cultural education, oversaw homestays, and conducted student evaluations.

Maendeleo Ya Wanawake ("Women's Development")

October 1996 to August 1997

2003

2001

1998

Women's Group Trainer

Kenya

Trained women's groups in basic economics, marketing, and cooperative management.

EDUCATION

Columbia University

Masters of International Affairs - Security Policy and Middle East

New York, NY

American University of Calro Certificate in Intensive Arabic

Egypt

Cornell University

Bachelors of Science Sociology/International Development

Ithaca, NY

SPECIALIZED SKILLS

Languages: Arabic - 2+, Swahili - 3+

Awards: (b)(6)

War Zone Service Award: 4/05, 9/06, 9/08