

Sarah L. Gildea

1112 North Wolcott Avenue, #2
Chicago, IL 60622
630-390-4200
sarahlgildea@yahoo.com

EDUCATION

Erfurt School of Public Policy, Universität Erfurt, Erfurt, Germany

Masters of Public Policy

10.05-7.07

Areas of Concentration: Strategic Management, International Relations
Thesis: "Negotiating Consensus: Lebanon's Consociational Framework"

University of Iowa, Iowa City, Iowa, U.S.A.

Bachelor of Arts, Political Science

8.00-12.03

Area of Concentration: American Institutions

Certificate in Philosophies and Ethics of Politics, Law, and Economics

Areas of Concentration: Political Science, Sociology

COMPETENCIES AND ACCOMPLISHMENTS

- Successfully researched and authored policy papers, briefings, memos, editorials, summaries, and outlines
 - Effectively implemented project group management and problem-solving skills
 - Creatively prepared and executed speeches to promote understanding in multi-cultural settings
 - Organized and advertised amongst hundreds in a nation-wide political initiative
 - Demonstrated exceptional leadership skills by coaching, coordinating, and motivating youth
-

WORK EXPERIENCE

The Joyce Foundation

11.07-Present

70 West Madison, Suite 2750, Chicago, IL 60602

Program Assistant—Employment, Money & Politics Programs

- Efficiently assist the administration of the grant-making cycle; ensure proposal integrity, format correspondence and board member materials, prepare for audits
- Maintain the grant database, MicroEdge GIFTS, for both the Employment and Money & Politics Programs
- Schedule travel, coordinate meeting logistics, and track expenses
- Research subjects of interest, including policy strategies, for implementation of grants or budget planning
- Serve as Safety Warden and prepared the final Business Continuity Plan

National Defense Council Foundation

8.06-10.06

1220 King St., Suite #230, Alexandria, VA 22314

Research Assistant

- Completed applied policy research concerning low-intensity conflict, counter-insurgency strategy, nuclear non-proliferation, democratization, and the use of focused force
- Published letters to the editor and editorial pieces in *The Washington Times* that articulated the vision and philosophy of the foundation
- Attained non-profit fundraising experience by creating mailings and newsletters for foundation member distribution

United States Department of State

U.S. Consulate General

5.05-8.05

Alsterufer 27/28, 20354 Hamburg, Germany

Public Affairs Student Intern

- Drafted and reviewed opening remarks and introductory speeches for locally engaged staff, as well as the Public Affairs Foreign Service Officer
- Represented the U.S. government at local German schools in conjunction with the U.S. Mission to Germany's Ambassadorial School Outreach Program
- Enhanced the diplomatic mission by creating PowerPoint presentations, flyers, brochures, and other promotional materials to advertise consular functions

National Forensic League

125 Watson St., Ripon, WI 54971

7.04-2.05

The People Speak Coordinator, Administrative Intern

- Catalogued, coordinated, and promoted over 400 grassroots discussions on U.S. foreign policy entitled *The People Speak* events and aided in the coordination of 19 signature *The People Speak* events.
- Aided in the editing, lay-out, printing, and publication process of the National Forensic League monthly magazine, *Rostrum*
- Posted, edited, and designed web content in HTML format on the National Forensic League website, www.nflonline.org

Camp Adventure Youth Services

1223 West 22nd St., Cedar Falls, IA 50614

8.03-6.04

School Age Services Day Camp Counselor, Child Development Center Intern

- Facilitated U.S. Army contingency allowing Operation Iraqi Freedom troops block leave upon return by working in U.S. Army School Age Services and Child Development Centers in lieu of dependents and spouses
- Designed and ensured compliance with curriculum and safety requirements for children aged 6 mo to 11 yrs
- Awarded certificate of gratitude from the 22nd Area Support Group in Vicenza, Italy and the 222nd Base Support Battalion in Baumholder, Germany

The Daily Iowan

E131 Adler Journalism Building, Iowa City, IA 52242

8.03-12.03

Editorial Writer

- Authored opinion articles reflecting the Editorial Board's stance on current social, economic, and political events
- Polled University of Iowa students for opinions relating to local, national, and international issues for publication
- Brainstormed and evaluated ideas for future publication

AWARDS AND MEMBERSHIPS

- Young Professional Member of the Chicago Council on Global Affairs
- 2007 Recipient of the Publius Prize for most outstanding Erfurt School of Public Policy Thesis
- Fall 2005 Deutsch Akademischer Austausch Dienst (German Academic Exchange Service) Scholarship Recipient
- 2005-2006 Student Examination Committee Representative of the Erfurt School of Public Policy
- 2003 Coach of the State Championship Iowa City West Junior High forensic team
- 2000-2003 Iowa City West High School Novice Lincoln-Douglas Debate Coach
- Golden Key International Honor Society Member
- National Association of Collegiate Scholars Member
- Year 2000 First-Place Iowa Delegate and Recipient of the Hearst Foundation United States Senate Youth Leadership Program Scholarship

LANGUAGES

- English – native language
- German – intermediate proficiency
- Spanish – basic proficiency

TECHNICAL SKILLS

- Typing speed of 82 words per minute
 - Competent user of Microsoft Office Applications; particularly Word, Excel, and PowerPoint
 - Trained in SPSS Software
 - Trained in MicroEdge GIFTS grant tracking software
-