

Mary Maria Johnson

[linkedin.com/marymariajohnson](https://www.linkedin.com/in/marymariajohnson)

EXPERIENCE

Meridian International Center, Washington, DC, June 5, 2018 – Present

Managed various aspects of the International Visitor Leadership Program (IVLP) from exchange program design, facilitation, and management in collaboration with the U.S. Department of State, including the design and implementation of the U.S. itinerary program. Managed the administrative and logistical aspects of virtual IVLP programs, including high-profile special initiative projects, for more than 200 international visitors. Promoted to secondary responsibilities as Staff Exchange Co-Facilitator to plan and facilitate in-person professional development outreach for CBMs and Meridian staff in February 2019. Served on Meridian's Benefits Working Group where I consulted with leadership and staff on employee relations including benefits and professional development (June 2020 – present).

Program Officer and Staff Exchange Co-Facilitator, June 5, 2022 - Present, 40 hours/week

- Design and implement U.S. itinerary for IVLP in compliance with program policies.
- Oversee all administrative, logistical, and financial matters completed by a Program Associate supervisee where grant operations or project budgets are involved.
- Develop and manage the implementation of strategic plans, policy and program guidance for emergencies in collaboration with Department of State program officers and interpreters/liason teams as needed.
- Collaborate with stakeholders to develop the program for a high-profile IVLP initiative focused on international entrepreneurship.
- Research and establish relationships with new and existing IVLP program contacts in Washington, DC to enrich programming resources and opportunities for exchange of ideas.

Associate Program Officer and Staff Exchange Co-Facilitator, June 5, 2021 – June 5, 2022, 40 hours/week

- Design and implement U.S. itinerary for IVLP in compliance with program policies.
- Oversee all administrative, logistical, and financial matters completed by a Program Associate supervisee where grant operations or project budgets are involved.
- Develop and manage the implementation of strategic plans, policy and program guidance for emergencies in collaboration with Department of State program officers and interpreters/liason teams as needed.
- Reviewed project proposals and financial documentation requests for IVLP Impact Award grant recipients before submitting to director and vice president for approval to release funding
- Managed local program schedules carried out by community-based members of the Global Ties U.S. Network (CBMs) by providing context on the desired program objectives and advice on program development, including: (1) overseeing Meridian's virtual staff exchange outreach activities that have engaged more than 52 of the 84 total CBMs in the Global Ties U.S. network from 2020-2022 and (2) applying standard guidelines and operating procedures to resolve problems or program irregularities with Department of State and CBMs to reach program goals and objectives.
- Member, Meridian transition team: Surveyed staff to gauge attitudes and priorities for merger; drafted new standards for operations; changed areas of emphasis in new standards to align with immediate staff operational needs versus long-term needs; briefed leadership and staff on the merger of two divisions into one centered on international exchange programs

Senior Program Associate and Staff Exchange Co-Facilitator, June 5, 2020 - June 5, 2021, 40 hours/week

- Managed administrative and logistical aspects of virtual IVLP programs, including high-profile special initiative projects, for more than 200 international visitors.
- Planned and booked domestic travel for international visitors and interpreters for the duration of IVLP project programming.
- Applied standard guidelines and operating procedures to resolve problems or program irregularities with Meridian supervisor, interpreters, and CBMs to reach program goals and objectives.
- Prepared pre-project IVLP budget estimations for approval by supervisors and U.S. Department of State program officers; reconciled the dispersal of over one million dollars in grant funds for IVLP project budgets; provided administrative and financial briefings during program openings for IVLP participants and interpreters/liasons.
- Developed contingency plans and managed emergency project procedures in collaboration with Meridian supervisor, interpreters/liasons as needed.
- Designed agendas and launched virtual staff exchange professional development opportunities with more than 25 CBMs of the 84 total CBMs in the Global Ties U.S. network; communicated program changes and participant needs with CBM program directors prior to participant's arrival in their respective cities; provided supporting metrics and documentation on CBM staff exchange outreach for Meridian's IVLP grant evaluation and renewal submissions.
- Member, Meridian's Strategic Planning Team: Researched and implemented LinkedIn Learning as a professional development resource; updated professional development policy with increased funding for staff; developed succession plans for essential leadership roles within the organization

Program Associate, June 5, 2018 - June 5, 2020, 40 hours/week

- Managed administrative and logistical aspects of virtual IVLP programs, including high-profile special initiative projects, for more than 60 international visitors; organized the domestic travel for international visitors and interpreters for the duration of IVLP project programming; communicated program changes and participant needs with CBM program directors prior to participant's arrival in their respective cities.
- Prepared pre-project IVLP budget estimations for approval by supervisors and U.S. Department of State program officers; reconciled the dispersal of over one million dollars in grant funds for IVLP project budgets; provided administrative and financial briefings during program openings for IVLP participants and interpreters/liasons.
- Developed contingency plans and managed emergency project procedures in collaboration with Meridian supervisor and interpreters/liasons as needed

United States Agency for International Development, Washington, DC,

Legislative and Public Affairs/Strategic Communication Development Outreach Communications Intern, February 5, 2018 - May 9, 2018, 32 hours/week

- Maintained Secret clearance while interning with the Legislative and Public Affairs' Development Outreach Communicators (DOC) team to support USAID field communicators with campaign messaging and initiatives from Washington, DC.
- Researched and updated materials for communication campaign dissemination to USAID missions ● Received stories, photos, and other media created by DOCs at missions and submitted to press team for review and publishing on USAID social media platforms.
- Conducted, prepared results, and presented research consultancy analysis spanning 5 years of program

best practices and training needs for field communicators to the entire strategic communications team, resulting in the refinement of DOC communication strategies and training for new, mid, and senior-level DOCs.

S.I. Newhouse School of Public Communications, Syracuse University, Syracuse, New York, August 2016-January 2018

Assisted professors at the S.I. Newhouse School of Public Communications with research, preparation of course materials and review of student work products.

Teaching Assistant, Standard English and Grammar Course, September 11, 2017 - January 8, 2018, 10 hours/week

- Assisted professor with lectures by providing class materials, exams, and technical support; reviewed grammar, semantics, and pragmatics with first- and second-year students in required writing course.
- Collaborated with professor and other teaching assistants to draft grammar and writing exercises for his published works.

Research Assistant, January 17, 2017 - May 5, 2017, 10 hours/week

- Collected research for professor on media campaigns and their impact on social issues.
- Consulted with another research assistant and presented spreadsheets to Professor Jiang with all aggregate information to advance her draft reports for publication.

Instructional Assistant, Media and Society Course, August 22, 2016 - January 17, 2017, 20 hours/week

- Assisted professor with lectures by preparing presentation materials, discussion questions, and orally presenting topical lectures.
- Maintained student records for attendance, participation, and grades for reconciliation at the end of the semester; drafted quizzes and exams for professor's review and approval; proctored exams for course throughout the academic semester.
- Reviewed oral presentations and written course material with students during office hours and advised on areas of improvement for writing assignments.

More Europe - External Cultural Relations, Brussels, Belgium

Cultural Diplomacy Intern, May 22, 2017 - August 11, 2017, 40 hours/week

- Researched European Union international cultural relations interests, and programs to improve established international programs and workshops hosted by the organization.
- Analyzed online content engagement trends and selected appropriate written and audio-visual communication methods to guide integrated communications strategy and content calendar
- Created an integrated communications strategy and content calendar based on audience and platform analysis to promote the Global Cultural Leadership Programme in June 2017.
- Drafted and published video and written content highlighting the Global Cultural Leadership Programme; tracked the metrics on social media to increase engagement with target audiences.
- Drafted, updated and maintained written content for the Cultural Diplomacy Platform website highlighting upcoming programs.
- Researched and met with members of the European Commission to design a workshop on EU-Turkey relations focused on highlighting opportunities for cultural collaboration amongst EU cultural institutions and Turkish officials.

World Trade Center Kentucky, Louisville, Kentucky

Marketing Intern, January 5, 2015 - May 6, 2015, 8 hours/week

- Drafted press releases that highlighted World Trade Center Kentucky (WTC KY) programs and activities.
- Designed visual and written content that represented the professional voice of WTC KY for publication on its social media platforms; maintained social media aggregation platform with content posting schedule.
- Created and consolidated WTC KY marketing materials for special events and membership trainings on trade operations and special topics.

COMMUNITY LEADERSHIP

Young Professionals in International Education DC, Washington, DC

Board Member, August 13, 2018 - August 13, 2021, 5 hours/week

- Developed and implemented business plan for Young Professionals in International Education DC (yPIE DC) to increase membership, visibility, and funding to establish yPIE DC as a registered nonprofit. Coordinated in-person and virtual networking and international education professional development events for students, entry and mid-level professionals in the Washington, DC and surrounding areas. ● Collaborated with BAYPIE in San Francisco, California and other organizations in the international education and exchange field on events to increase understanding of potential careers and internship opportunities for yPIE DC members.

Syracuse University Program for Refugee Resettlement - Syracuse University, Syracuse, New York,

Volunteer English Language Instructor, August 22, 2016 - August 22, 2017, 5 hours/week

- Organized graduate student schedules to ensure volunteer coverage and support for Northside Learning Center staff in its programming.
- Provided oral instruction on basic introductions and conversational topics to refugees from Middle East and North African countries.
- Assisted elementary and middle school students with Science and English homework.

EDUCATION

Maxwell School of Citizenship and Public Affairs, Syracuse University, Syracuse, NY

Master of Arts, International Relations, May 2018

Related Coursework: Cultural Anthropology, Global Migration, International Actors and Issues, Principles of Economics, Introduction to Statistics

S.I. Newhouse School of Public Communications, Syracuse University, Syracuse, NY

Master of Science, Public Relations, December 2018

Related Coursework: Public Relations Writing, Advanced Public Diplomacy, Public Relations Management

Bellarmino University, Louisville, KY

Bachelor of Arts, Communication; Bachelor of Arts, Spanish May 2015

Related Coursework: Public Relations, Advertising, Communication Law, Interpersonal Communication; Intercultural Communication; Public Speaking; Acting and Film; Music for Social Change Orientation

Leadership Team, Campus Event Coordinator, Student Activities Center, 2012-2013 Bellarmine
Ambassador, Bellarmine University Office of Admissions, 2012 - 2015
Secretary, Black Student Union 2014-2015

Universidad de Salamanca, Salamanca, Spain,
Semester Bilateral Exchange, February 2014 - August 2014
Related Coursework: Semantics and Pragmatics, Sociolinguistics, Spanish Noir and Detective Literature, Urban Spanish Music

Kentucky Institute for International Studies, Segovia, Spain,
Summer Study Abroad, June 2013
Related Coursework: Literature and Culture of Spain, Conversational Spanish

SKILLS

- Spanish - conversational/proficient.
- Social media communication strategy and website content management, including designing, updating and maintaining website content.
- Event planning and management, marketing, branding
- Canva; Hootsuite; Adobe InDesign; MailChimp