

EDUCATION

John Jay College of Criminal Justice, City University of New York
Master of Public Administration - International Inspection & Oversight 2021
Pi Alpha Alpha, International Honor Society for Public Affairs and Administration

University of Kent, Brussels School of International Studies September 2010
Master of Law (LLM) - International Law with International Relations

John Jay College of Criminal Justice, City University of New York
(Magna Cum Laude and Dean's List) Bachelor of Arts - International Criminal Justice, February 2009

PROFESSIONAL EXPERIENCE

Foundation for Policing and Justice: January 2019 – Present – *Director*

- Research and implement strategies to promote the organization.
- Manage administrative and financial operations of the organization.
- Liaise with the public, civic organizations, and elected officials.
- Cultivate and maintain relationships with civic boards, community boards, other community partners, and police precinct council representatives.
- Consultation with interest groups and stakeholders
- Travel throughout the tristate to attend and participate in community events and public meetings.
- Report to board members

Private Contract Executive Assistant: March 2011 – August 2015 – *Executive Assistant*

- Prepared legal briefs and memos.
- Provided detailed research support.
- Assisted with preparing applications and prosecutorial documents for filing at the United States Patent and Trademark Office.
- Coordinated national and international travel arrangements for executives.

Embassy of Grenada: October – December 2010 - *Project Assistant*

- Researched and liaised with international organizations in preparation for an investment seminar.
- Coordinated aspects of the seminar, including research and selection of business entities.
- Conducted presentations and presented reports to embassy staff.

Trinidad & Tobago Mission, Brussels, Belgium: May - July 2008 – *Attaché*

- Researched EU legal and economic policies. Participated in selected diplomatic and intelligence briefings at the International Criminal Court and daily briefings on economic negotiations between the European Union, African, Pacific, and Caribbean States.
- Conducted presentations and presented reports to embassy staff.
- Prepared and conducted presentations related to global intelligence, diplomats, and foreign executives.

ABC Television - Law and Justice Unit: February - April 2008- *Research Intern*

- Assisted the unit's producers and writers with gathering, researching, and interpreting information on major unsolved crimes (i.e., "cold cases").
- Investigated and updated relevant legal issues via communication with appropriate legal authorities.

Attorney Parns Office: January 2007 – December 2007 - Legal Intern

- Conducted legal administrative office functions, and research using legal software.
- Reviewed legal documents, including complaints, motions, orders, and subpoenas.
- Retrieving and assembling information for hearings and trials.

PERFORMANCE HIGHLIGHTS

- Excellent analytical and qualitative research skills
- Excellent communication and interpersonal skills
- Excellent computer skills in Microsoft Office, Google Patent, Nexis Lexis, Alt Legal, and other research databases.

AUTHOR

Children's book entitled '*Guns Hurt: Joe Was Shot With a Gun.*'

Academic Publication Book entitled '*Badge of Honor: An Alternate Perspective.*'