

Joseph Joson

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Date available to begin work: Immediately

Security Clearance: Able to obtain and maintain Secret Security Clearance

OBJECTIVE

Dynamic and dedicated professional with a strong educational background in international relations and leadership seeking a position with the U.S. Department of State as a Foreign Affairs Officer. Eager to apply in-depth knowledge of global security, political-military affairs, and human rights conflicts to achieve critical U.S. foreign policy objectives and secure U.S. national interests. Aiming to leverage specific regional expertise in the Middle East and North Africa, Europe and Eurasia, the Indo-Pacific, and Sub-Saharan Africa.

SKILLS & EXPERTISE

Research & Analysis – Extensive experience in monitoring, researching, and analyzing the latest developments in U.S. foreign policy and U.S. relations with international multilateral organizations. Research experience specifically includes aggregating issue-specific data from multiple sources and stakeholders, including USG documents, Congressional legislation, think tank and university studies, NGO human rights reports, and United Nations investigative reports. Analysis experience specifically includes expertly distilling pertinent issue information, interpreting the significance of relevant events, creating comprehensive and thorough issue narratives, reconciling complex issues with U.S. national interests and policy objectives, and proposing effective policy recommendations to decision makers.

Strategic Communication – Proficient in drafting background materials, briefing memos, and policy recommendations for use by senior officials and decision makers. Intermediate experience with tailoring messages for interagency stakeholders, foreign governments, and diverse public audiences.

Issue Expertise – Advanced understanding of and interest in the intersection of human rights violations, democratic backsliding, international humanitarian law, and international security. Specific geographic areas of interest include Israel-Palestine, Russia-Ukraine, and China-Taiwan. Specific internal human rights issues of interest include the Uyghur genocide in Xinjiang, the ethnic cleansing of Tigrayans in Ethiopia, and women's rights violations under Taliban rule in Afghanistan. Intermediate understanding of political, military, economic, and cultural impacts on human rights conflicts.

Regional Expertise – Broad understanding of U.S. foreign policy issues and U.S. national interests in the Middle East and North Africa, Europe and Eurasia, the Indo-Pacific, and Sub-Saharan Africa. Substantial expertise and currency in regional conflicts in the Middle East and Europe, vis-à-vis Israel-Palestine and Russia-Ukraine.

Data Management & Analysis – Proficient in handling large datasets, ensuring data integrity, and leveraging tools like Excel for comprehensive analysis and reporting.

Leadership & Collaboration – Over 5 years of team management experience, including leading team meetings, task delegation, performance evaluation, and process improvement.

EDUCATION

Master of Arts in International Affairs and Leadership, December 2022

Arizona State University

- 30 graduate credit hours
- GPA: 4.0
- Graduated with Distinction
- Recipient of the 2022 ASU Summer University Grant based on merit
- Completed the program within 16 months ahead of estimated average of 2+ years

Bachelor of Arts in Sociology & Minor in Business Administration, June 2017

California State University, Fullerton

- GPA: 3.8
- Graduated with honors
- Awarded Dean's List
- Relevant coursework: Social Research Methods, Social Statistics, Race and Ethnic Relations

RELEVANT ACADEMIC EXPERIENCE

U.S. National Security Policy

Drafted briefing memos on critical political and security issues in the Middle East, Europe, Eurasia, and the Indo-Pacific. Relevant topics included Ukraine's bid for NATO accession, Taiwan's sovereignty and U.S. interests, and defending the two-state solution for Israel-Palestine.

Human Rights and Realpolitik

Drafted briefing memos on human rights crises such as the Ethiopian Civil War, as well as action memos on the U.S.-ICC relationship. Focused heavily on international humanitarian law and its applicability to war crimes, crimes against humanity, and genocide. Prioritized the value of diplomatic engagement with multilateral bodies such as the UN and EU, as well as with third party human rights NGOs.

Diplomacy and Genocide Prevention

Drafted extensive briefing memo to President Biden on current human rights violations in Ethiopia, including robust background on the EPRDF and TPLF coalitions and Ethiopia's turbulent social and political history. Recommendations included bolstering US-AU engagement, seeking UNSC humanitarian intervention, and countering religious intolerance throughout Ethiopia.

International Criminal Tribunals and Global Security

Researched the origins of international criminal law, the tribunals held in Yugoslavia and Sierra Leone, the interactions between the ICC and the international community, and the overall evolution of international justice.

U.S. Diplomacy in Action (Simulation)

Acted as Embassy Berlin's Political External officer. Drafted briefing memo to President Biden on core US-Germany issues, including bolstering NATO cohesion and pursuing Russian war crimes trials.

Transatlantic Relations

Studied the evolution of the Transatlantic Alliance, covering critical issues such as NATO enlargement and challenges to Allied political cohesion. Proposed recommendations for future NATO Strategic Concepts.

Historical Diplomacy Simulation (National Museum of American Diplomacy)

Participated in the State Department's historical diplomacy simulation, International Migration Crisis: Human Rights and Border Security. Acted as lead representative of the Association for Refugees and Minorities (ARM) and negotiated a peaceful resolution to the humanitarian crisis impacting ethnic Roubi refugees in the state of Budan.

Capstone: International Implications of U.S. Democratic Backsliding

Highlighted trends of U.S. democratic backsliding and international implications of weakened global democracies. Proposed international democracy resiliency measures, including improved social, economic, and political livelihoods for constituents, as well as bolstered reengagement with traditional democratic allies on the world stage.

PROFESSIONAL WORK EXPERIENCE

Supervisor, Data Management, February 2024 – Present

Nudj Health, Inc., Pasadena, CA (Remote)

Job Type: 40+ hours per week, Full-Time

Colleague: Karina Kellert, (510) 381-0008

- Monitor, prioritize, and delegate critical team tasks completed on a daily, weekly, and monthly basis.
- Assess and prioritize competing task deadlines, pivoting team assignments as new information arises.
- Lead weekly team meetings to review performance metrics, workflow and process updates, task progress, new client workflows, and all individual team member issues.
- Maintain integrity and security of SharePoint database files, archiving and restructuring database as needed.
- Evaluate team performance across multiple dimensions, including task completion rates, task accuracy, collaboration, work ethic, and communication.
- Collaborate with other team supervisors to develop and implement strategies aimed at improving cross-team workflows and processes.
- Communicate all team activity and needs to team manager, escalating urgent issues as needed.

Key Achievements:

- Developed and implemented Standard Operating Procedures to standardize and streamline team processes.
- Increased data processing efficiency by 35% via automated spreadsheet workflows, task planning and delegation tools, and streamlined communications.
- Conducted regular team training sessions on the latest workflows, Excel techniques, and time management skills; encouraged open-door and solutions-focused atmosphere to facilitate team input on complex issues.
- Conducted thorough team member performance reviews, providing substantial feedback to facilitate professional growth of all team members.
- Mentored and empowered all team members to become self-sufficient with their duties and to practice taking ownership of their work.

Data Management Specialist, June 2022 – February 2024

Nudj Health, Inc., Pasadena, CA (Remote)

Job Type: 40 hours per week, Full-Time

Colleague: Karina Keller, (510) 381-0008

- Extracted highly sensitive patient demographics data from various digital platforms.
- Accurately updated sensitive data in company portal, including medical history, medication lists, treatment plans, insurance information, and billing information.
- Performed data integrity and quality control assessments on a regular basis.
- Proposed workflow solutions and troubleshooted technical software and database issues.
- Used complex Excel formulas for data sorting and analysis.

Key Achievements:

- Developed task tracker and delegation board in Microsoft Planner, which helped manage team responsibilities and prioritize incoming requests from leadership and other departments. As a result, task completion rates went up by approximately 80%, and overall team efficiency rose in tandem.
- Trained and mentored four new hires added to the team over a 12-month period.

Graduate Research Aide, February 2022 – August 2022

ASU Leadership, Diplomacy, and National Security Lab, Phoenix, AZ (Remote)

Job Type: 20 hours per week, Part-Time

Supervisor: Ambassador Michael Polt, (202) 601-4285

- Conducted in-depth research and analysis on U.S. Foreign Service reforms and the latest legislative developments concerning the State Department.
- Assisted in drafting policy recommendations focused on enhancing U.S. foreign relations, diplomacy, and governance.

- Collaborated with project teams to provide clear messaging points, background material, and analyses for use by key project decision makers.
- Participated in meetings with various project stakeholders to contribute detailed analyses and assessments of findings on U.S. Foreign Service and State Department legislation.

Key Achievements:

- Contributed to the publishing of *The American Diplomacy Project II* for the revitalization and modernization of the United States Foreign Service.
- Assisted with the final presentation and reception for *The American Diplomacy Project II*, held at ASU's campus in Washington DC; greeted distinguished diplomatic guests and provided project background information as needed.

Senior Data Management Specialist, January 2020 – January 2022

BioTelemetry, Inc./Philips, Cambridge, MA (Remote)

Job Type: 40 hours per week, Full-Time

Manager: Kendall Rinkenberger, (972) 834-9832

- Managed team of data specialists, ensuring workflow efficiency and quality control through regular auditing and strategic planning.
- Developed Standard Operating Procedures for cross-functional tasks, improving operational efficiency.
- Led team meetings, provided mentorship, and contributed to performance improvement initiatives.

Onboarding Supervisor, August 2016 – January 2020

Tass, Inc., San Gabriel, CA

Job Type: 40 hours per week, Full-Time

Manager: Annie Ko, (626) 202-9296

- Managed onboarding process for new hires, including contacting candidates for orientation, assisting with payroll setup, and reconciling missing documents and information.
- Ensured compliance with legal work eligibility requirements, verified government-issued identification documents, and administered and reviewed background checks and drug tests.
- Developed a new system for organizing digital and physical files, improving access and efficiency in the onboarding process.
- Delegated tasks and dispatched onboarding assistants to conduct orientations at offsite locations.