

Katriya Burkdoll

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International education Management & Public Administration Professional experienced in teaching, program coordination and design, dedicated to fostering engagement across cultures, educational development, and learning

EDUCATION

Middlebury Institute of International Studies

December 2021 | Monterey, CA

Master of Public Administration

Master of Arts, International Education Management

- **Design, Partnering, Management, and Innovation Certificate**, 3-week training program for managing development projects, facilitation, participatory development, social entrepreneurship, and strategic planning
- **Middlebury Institute Summer Intensive Language Program**, 8-week intensive Chinese language program
- **Freeman-ASIA Award** – Selected as a scholarship recipient for study abroad in Taiwan in 2020, declined due to COVID-19 travel restrictions

American Councils for International Education

Summer 2020 | Tainan, Taiwan (Remote)

- **Taiwan Intensive Summer Language Program**, National Cheng Kung University, Chinese Language Center
 - Dan E. Davidson Fellowship, AC Study Abroad Need-Based Scholarship, and AC Study Abroad Diversity Scholarship Recipient

California State University, Long Beach

May 2017 | Long Beach, CA

California Single Subject Teaching Credential, Visual Arts, cum laude

- **American Language Institute at CSULB - Teaching English as a Foreign Language Certificate**, 160-hour hands-on training certificate program, volunteered 40 hours as a conversation partner with international exchange students

California State University, Long Beach

May 2015 | Long Beach, CA

Bachelor of Arts, Studio Art – Emphasis in Drawing & Painting, cum laude

- **Study Abroad:** California State University International Program (CSUIP)
 - L'Accademia di Belle Arti, Firenze (Florence Academy of Art)

July 2014 – 2015 | Florence, Italy
August 2014 – 2015 | Florence, Italy

EXPERIENCE

Train USA Program Specialist – Cultural Vistas

January 2022 – Present | Washington, D.C (Remote)

- Supports professional exchanges between U.S. host companies and approximately 350-400 international participants for internships and professional learning
- Educates external stakeholders regarding Cultural Vista's programs and services and the mission of the J-1 Exchange Visitor Program
- Manages client relationships by providing ongoing support to participants and hosts throughout program durations
- Serves as an Alternate Responsible Officer (ARO) for DHS's SEVIS database

Youth Program Consultant – International Rescue Committee (IRC)

July 2021 – January 2021 | Sacramento, CA (Remote)

- Collaborated with the Senior Youth Workforce Specialist to develop an after-school mentorship program for refugee/immigrant high school students to increase students' participation and engagement in schools and in their communities
- Developed a 16-week activity-based curriculum focusing on social emotional learning and discourse for refugee youth to support their academic success
- Designed a program evaluation model to measure program implementation and effectiveness and guide program assessment and monitoring
- Designed outreach materials to recruit 9 high school partners, secure grant funding for the program, and recruit student participants

Refugee & Immigrant Student Empowerment Program Intern – IRC

January – June 2021 | Sacramento, CA (Remote)

- Worked closely with the Senior Youth Workforce Specialist to identify and support clients' educational and career goals
- Developed and implemented ESL lesson plans for clients seeking to improve English language skills
- Assisted clients in meeting education and employment goals by providing career readiness training and support
- Developed e-Learning resource guide to support the RISE program, program coordinator, interns, and clients

Education Abroad Program Analyst – Notre Dame International

January – May 2021 | South Bend, IN (Remote)

- Collaborated in a team of three to work with the Associate Director of Study Abroad to design a comprehensive program design and assessment model in line with institutional mission, vision, and values
- Leveraged logic model frameworks to increase stakeholder alignment on student learning outcomes and increase students' intercultural competency and global leadership skills development in 17 short-term study abroad programs
- Modified student learning objectives for short-term programs and designed an innovative curriculum for cross-cultural engagement, to be implemented using Canvas learning management system

Enrollment Office Graduate Assistant – Middlebury Institute of International Studies

September 2019 – July 2021 | Monterey, CA

- Supported institutional partnerships and recruitment projects for enrollment and admissions offices
- Updated Salesforce CRM database & list management, conducted open-source market research and competitor analyses
- Managed two high-volume email accounts, phone calls, and live online chat feature for institution's website
- Organized and coordinated virtual and in-person events including orientation, graduate fairs, and campus visits
- Initiated creation of a social media content calendar to streamline community outreach between Enrollment and Student Services Offices

Katriya Burkdoll – Resume

- Student Ambassador for three graduate degree programs, conducted outreach and communication for five new student cohorts
- Trained and supported onboarding for three new graduate assistants, developed training videos and guidelines

New Student Cohort Coordinator – Middlebury Institute of International Studies

June 2020 – December 2020 | Monterey, CA (Remote)

- Planned and facilitated weekly virtual events for new students in the fall 2020 cohort to support graduate program onboarding and support cross-curricular community development and relationship building in their first semester

Program Evaluation Consultant – Save the Children, Redd Barna

January – March 2020 | Oslo, Norway (Remote)

- Collaborated in a team of five working closely with the Senior Advisor for Proposal Writing to establish a program evaluation model which assessed the Improving Learning Environment Together in Emergencies (ILET) program's implementation
- Developed recommendations and designed evaluation instruments to guide future iterations of the ILET Program

Temporary Program Coordinator (TPC) – Thailand-U.S. Educational Foundation (TUSEF)

September 2018 – June 2019 | Bangkok, Thailand

- Coordinated 2018 English Teaching Assistant (ETA) Cohort Orientation & Mid-Term Meeting
- Collaborated with other Fulbright programs and English Fellows to organize training workshops for ETAs
- Press representative and judge on behalf of U.S. Embassy, Bangkok and EducationUSA for National Jr. Spelling Bee
- Conducted interviews for prospective interns and TPC successors

Volunteer English Teacher – Kasetsart University, Center for Agricultural Biotechnology

March – April 2018 | Nakhon Phatom, Thailand

- Developed and implemented a 3-week curriculum and flexible schedule to meet student needs and academic interests
- Taught English lessons to graduate students emphasizing grammar, academic writing, and conversational speaking
- Hosted one-on-one tutorials for three graduate students to bolster their theses before final submission to the college.

Fulbright English Teaching Assistant – U.S. Fulbright Scholar Program

September 2017 – 2018 | Nakhon Si Thammarat, Thailand

- Taught differentiated ESL lessons to fifteen class sections, grades 1st – 8th with a focus on cross-cultural understanding
- Collaborated with Fulbright Malaysia ETA to organize a cross-cultural exchange camp in Thailand for fifty Thai and Malay students
- Served as a U.S. cultural ambassador between the U.S. and Thailand and assisted at four English camps for elementary students
- Co-wrote two grant proposals to U.S. Embassies, Kuala Lumpur and Bangkok

VOLUNTEER WORK

President, Founder – MIIS Arts Club

- Led club management, collaborated to organize, facilitate, and promote more than a dozen community art events. Doubled funding in 6 months, earned “Best Club Collaboration Award” for hosting a virtual event with over 40 attendees

Student Representative – Middlebury Institute Committee for Art in Public Places (iCAPP)

- Served as a student leader alongside Institute staff, contributed input on art exhibits and acquisitions, spearheaded collaboration and planning for a virtual art show, recruited three additional student leaders, presented student activity updates and project ideas for community engagement

Communications Director – Middlebury Institute 2019-2020 Student Council Executive Board

- Increased outreach to the student body, gathered and published social media content, collaborated to organize five different social events for the entire student body, and organized the 2020 Student Council campaigns and elections

Study Abroad Alumni Ambassador – American Councils for International Education

- Promoted American Councils programs at three virtual events for the Middlebury Institute of International Studies community

Student Advisory Board Member – California State University International Program Florence

- Represented 12 studio art students at bi-monthly meetings and communicated between administration and students regarding events, coursework, and extracurriculars

TECHNICAL SKILLS

Tools: Slack · Teams · Notion · Box · Prezi · R · ArcGIS · Miro · LucidChart · Brazen · Idealist · Canva · FloDesk · Final Cut Pro · Adobe (Photoshop, Illustrator, Acrobat) · Canvas · Panopto · Wonder · Wix · Wordpress · Salesforce · Mural · Kahoot · Socrative · Zoom · G Suite · Office 365

Competencies: Visual arts · Communication and Outreach · Course Design and Delivery · Content Development · Event Coordination · Learning Management and Evaluation · Digital Presentation · Facilitation · Training · Customer Relationship Management · Community-building · Stakeholder Engagement

Languages: Conversational fluency in Thai, Italian, Spanish, and Chinese

OTHER EXPERIENCE

- Artist & art exhibitor, set up and contributed 2D & 3D artwork for exhibits in the U.S., Italy, and Thailand from 2010 – 2018
- Burkdoll Farm – web management, seasonal produce market vendor and sales in California Certified Farmer's Markets 2004 – 2017
- 10 years of experience as a server, host, and cashier in the food and hospitality industry
- 2 years of experience as an administrative assistant and customer service representative in the insurance industry