

Barbara Bonner

Education

University of Denver, Josef Korbel School of International Studies; Denver, Colorado: August 2008 to Present

- Pursuing M.A. in International Development with a focus in Environmental Sustainability
- Projected graduation date of June 2010.

Christopher Newport University; Newport News, VA: September 2003 to May 2007

- B.A. Political Science, with International Relations concentration and History minor
- Varsity Equestrian Team, August 2003 to May 2007. Historian, August 2006 to May 2006
- Newport Pearls A Cappella (student-run), August 2005 to May 2007. Co-founder. Secretary, August 2005 to May 2006
- East Area Council (student-run committee for betterment of upperclassmen living), Planning Committee, August 2005 to May 2006.

Related Work Experience

L-3 Communications, GSES: Student and Exchange Visitor Program, Department of Homeland Security; Washington, DC

Junior Program Management Analyst (Contractor), Mission Support Branch; I-515A Processing Team, June 2007 to August 2008

- Responded to high volumes of daily mail, email, and phone correspondence regarding I-515A form and inquiries on I-515A status
- Processed and adjudicated all incoming forms, updated student and exchange visitor records in tracking database
- Reviewed and researched outreach opportunities as well as new methods to streamline and update the I-515A process
- Co-facilitated office-wide I-515A training session to update employees on current procedures and statistics, and future I-515A goals
- Created and maintained extensive daily logs, tracking status of all incoming and outgoing paperwork, numbering roughly 200/week
- Formatted and co-edited the SEVP Coop Plan for the contracted employees at SEVP
- Obtained Department of Homeland Security Suitability Clearance and Secret Level Security Clearance.

United States Army Space and Missile Defense Command; Crystal City, VA

Summer Hire, June 2004 to August 2004

- Provided full support in planning and organizing the annual Army Family Action Plan Conference from inception to completion
- Researched, developed, and completed a bound *Resource Manual* for worldwide dissemination to U.S. Army spouses and families
- Obtained Interim Secret Level Security Clearance.

Additional Work Experience

Northern Virginia Regional Park Authority: Pohick Bay Regional Park; Lorton, VA

Lifeguard, June 2006 to August 2006

- Full-time Lifeguard
- National Aquatic Safety Company (NASCO) certified in the Heimlich Maneuver, CPR, and lifeguard safe practices

Kingstowne Cat Clinic; Alexandria, VA

Kennel Assistant, May 2005 to August 2005, August 2002 to August 2003

- Fed, cleaned and medicated all kennel animals
- Assisted veterinarians with appointments, x-rays, pharmacy requests and in-house prescriptions

Awards/Honors

- Selected to study International Politics in Prague, Czech Republic for the Fall Semester of 2007
- Presented senior thesis to the Undergraduate Research Council at Christopher Newport University's Sixth Annual Paideia Student Research Conference
- Dean's List

Skills

- Proficient in Microsoft Office Suite, Adobe Photoshop, and Windows platform
- Organized, excellent research and writing skills
- Self-motivated, works well individually as well as in a team
- Low Proficiency in writing and speaking Spanish, moderate proficiency in reading

Clearances

- Department of Homeland Security Suitability Clearance
- Interim Secret Level Security Clearance