

**JACQUELINE QUEVEDO LEDERMANN**

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**Professional Profile**

**Adjunct Professor of Globalization Studies and Assistant Director of Global Academic Programs. Valued for disciplined global vision; multi-cultural awareness; international affairs knowledge; in addition to multi-civilizational social, political and economic cultural trends. Experienced project manager; consultant for the United Nations; event planning and coordination; non-profit community based research and outreach.**

**Professional Experience**

**State University of New York at Albany, Albany, NY**

January 2012-present

Adjunct Professor, Globalization Studies Program/Department of Geography and Planning  
Globalization Research Advisor

- Teach: Perspectives on Globalization-an overview of the process of Globalization and one that incorporates a variety of perspectives, which include; economic, political and cultural dimensions (approximately 60 students per semester)
- Organize guest speakers each semester
- Advise students for Globalization major/minor requirements
- Research advisor for Globalization Studies Majors which includes advisement on research, writing analysis, interpretation and final grading
- Coordinates Applied Learning exercises for Globalization students

**State University of New York at Albany, Albany, NY**

July 2012-present

Assistant Director, Global Academic Programs and Distinguished International Scholarships and Fellowships  
Center for International Education and Global Strategy

- Manage all incoming international exchange and visiting students (approximately 150 per academic year) which includes admissions advisement, financial analysis and academic structuring (graduate and undergraduate), while maintaining strict confidentiality (July 2012-present)
- Manage all international partnerships with regard to incoming international students, and international recruitment activities (2015-present)
- Manage Distinguished International Scholarships and Fellowships-recruitment, application, advising and processing (Fulbright, Gilman, Boren, Rangel, CLS) (2017-present)
- Advise International Exchange Students on academic choices and research while studying at UAlbany
- Proposal accepted for reserved course placements/seats for incoming study abroad students, in conjunction with the Office of Academic Advising (research of trending courses over the past three years, in addition to analyzing current advising principles and activities) This report is generated prior to the start of each semester (2013-present)
- Research best practices regarding academic plans for incoming exchange students
- Manager of the U.S. Student Fulbright Program (ETA/Study Research Grants, M.A. Programs) (2015-present)
- Coordinator and member of Fulbright Faculty Committee (FA12-present)
- Manage Records and Registration for all UAlbany students studying abroad; registration, transcript evaluation/signing and the assignment of equivalencies (2014-present)
- Liaison with Student Accounts to facilitate tuition remission and payment of fees for exchange students and facilitate payments from students or sponsors for incoming study abroad students (2014-present)

- Liaison with the Office of the Registrar for the Center of International Education and Global Strategy (2014-present)
- Coordinate with Residential Life office with regard to placement for all inbound students (2012-present)
- Provide marketing information to partner institutions and agents to support their efforts in recruitment while outlining specific academic requirements (2014-present)
- Provide Internship advisement to all students in coordination with ISSS (2014-present)
- Manage the receipt and recording of grades for outbound study abroad students, prepare SUNY overseas transcript supplements, and file with the Albany Registrar or other SUNY study abroad offices (training 2013-2014 and management 2015-present)
- Verify enrollments of Albany students on other SUNY programs and other SUNY students on Albany programs and coordinate with Assistant Director of Finance to facilitate the timely transfer of tuition per SUNY consortium procedures
- Manage the post study abroad or exchange evaluation process for both inbound and outbound students

Academic Coordinator

July 2012-June 2017

- Advised all incoming exchange students from nomination through the end of their study abroad semester
- Records and Registration process for study abroad students (training and duties as assigned)
- Facilitate the Brazil Science Mobility Program (BSMP) in partnership with the Institute for International Education at the United Nations and the Brazilian Government (CAPES) (42 non-exchange students Fall 14 semester) (2012-2015)

**Considine Communications Strategies, Hopewell, NJ**

2005-2012

Communications Consultant

- Supported consultant work in locating and contacting Disability Organizations in Pennsylvania and New Jersey
- Created and managed database of client organizations (current/potential) (marketing)
- Serve as liaison for attorneys and clients which includes explanation of legal procedures and recent court case decisions
- Planned and executed events for non-profit organizations
- Proofread/Edited (newsletters, brochures, press releases)

**Mission Connect, Inc., Hunterdon County, NJ**

9/2007-6/2008

Independent Consultant

- Recruited, trained, and directed volunteer mentors for low income families
- Investigated and networked with community social service agencies, negotiated working and consultative partnerships
- Established partnerships with local non-profit agencies, such as Habitat for Humanity
- Coordinated training events designed to engage and educate volunteers with dynamic curriculum and personal discussion
- For marketing purposes; authored newspaper article press releases, developed website, and coordinated speaker events

**United Nations Headquarters, Department of Public Information, New York, NY**

2004

Consultant (Individual Contractor)

- Coordinated program for Senior Arab Journalists Encounter, designed to inform journalists of the relevant work of the United Nations in the Middle East
- Organized travel arrangements, conference room management, security, program writing and editing

- Served as liaison between United Nations speakers, including the Secretary General, domestic journalists from CNN, BBC and Al-Jazeera, and visiting Arab journalists
- Drafted program materials for speakers
- Assessed program success based on achievement of objectives, including documentation of substantive materials and budget analysis

**United Nations Headquarters, Department of Strategic Planning and Communications, New York, NY 2004**  
Consultant (Individual Contractor)

- Planned and executed project for a Strategic Communications Program for the Middle East and Arab Region, held in Beirut, Lebanon
- Authored speeches for attendees
- Drafted and edited program materials
- Coordinated research activity
- Additional duties included coordination of logistics involved with travel, conference room management and ongoing participant updates

**The International Society for Pharmacoeconomics and Outcomes Research, Lawrenceville, NJ 2/2004-2/2005**  
Coordinator, Member Services and Exhibit Program

- Supported the Director of Marketing
- Managed marketing database (13,500+ members)
- Handled accounting procedures
- Developed, organized and facilitated International Conferences
- Marketed and promoted Exhibit Program through sales and research

**United Nations University, New York, NY**  
Research Intern, Fall 2000

Fall 2000

- Represented Director at department meetings
- Assisted in the planning and coordination of events and conferences
- Observed United Nations General Assembly activities and drafted reports
- Researched pertinent issues before the General Assembly
- Analyzed and interpreted reports

### **Leadership and Professional Experience**

**Center for Undergraduate Research and Creative Engagement:** Strategic Plan Accelerator Grant Committee Member (SP 19)

**Critical Language Scholarship (Department of State):** National Review Panelist (SU 19)

**Benjamin A. Gilman International Scholarship for Study Abroad (Department of State):** National Selection Panelist (SP 19, SU 19)

**Save the Memories Alliance**

UAlbany, Student Involvement

Faculty Advisor, Alzheimer's disease fundraising organization

**Center for International Education & Global Strategy**

Member of Executive Search Committee/Associate Vice Provost for Global Academic Programs (SP 17)

International Week Committee Member

## **National Association of Fellowship Advisers-Member**

### **Supervisory Experience**

Graduate Assistant-Records and Registration  
Center for International Education & Global Strategy  
UAlbany

Teaching Assistant  
Department of Geography and Planning, Globalization Studies Program

### **Global Internship Conference**

Boston, MA, June 2016

Panelist: Best Practices in International Internships: from broad policy to implementation, engaging both the institution and the students of the largest system of higher education in the United States

### **The International Law Society of Albany Law School**

Albany, NY, February 21, 2013

Panelist: National Self-Determination: Legal, Ethical and Economic Considerations (UN Charter)

### **New Jersey Department of Education, Rocky Hill, NJ**

Elected Member, Board of Education, 9/2005-6/2008

- Drafted strategic planning processes for school district
- Confirmed budget process to meet state requirements
- Performed state mandated duties for district constituents
- Consulted and advised parents and educators on academic quality standards

### **John C. Whitehead School of Diplomacy and International Relations, Seton Hall University, South Orange, NJ**

Event Coordinator, Alumni Council, 9/2004-6/2005

- Member of inaugural team in developing and creating Alumni Council
- Coordinated and managed professional networking events in New York City and Washington, D.C.
- Drafted by-laws of organization
- Provided leadership for current graduate students and recent alumni

## **Education**

### **John C. Whitehead School of Diplomacy and International Relations, Seton Hall University, South Orange, NJ**

#### **M.A. Diplomacy and International Relations**

Thesis: "The expansion of NATO: The Russian factor"

EU Study Abroad: Luxembourg

### **State University of New York at New Paltz, New Paltz, NY**

#### **B.A. Political Science**

Minor: International Affairs

Study Abroad research mission participant: England and France, "The French vs. the British view of European Integration"

## **References**

Ambassador Clay Constantinou, J.D., L.L.M.

Former Dean, John C. Whitehead School of Diplomacy and International Relations  
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