

Lydia T. Johnson

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Skills

Advanced Spanish | Intermediate French | Grant Proposal Writing | Research and Editing | Volunteer Training
MS Office, Sharepoint, and Canva | Cross-Cultural Competence | Data Entry and Analysis | Event Planning

Education

Middlebury Institute of International Studies, Remote

(Aug. 2023 --)

- Candidate for Master of Arts in International Education Management

Howard University, College of Arts and Sciences, Washington, D.C.

(Aug. 2015 – May 2019)

- B.A. Political Science (Magna Cum Laude)
 - Minor: French/Japanese
- B.A. Spanish (Magna Cum Laude)

Cuyahoga Community College, Metropolitan Campus, Cleveland, OH

(Jan. 2014 - Dec. 2022)

- Non-degree enrollment in courses in Japanese, Political Science, Algebra, and Speech & Communication
- Phi Beta Kappa Honor Society

Experience

Marketing and Communications Assistant, Diversity Abroad

(May 2023 - Aug. 2023)

- Updated spreadsheets, databases, and inventories of communication and marketing materials and collateral
- Managed Diversity Abroad social media channels and curated content via canva for 2-3 posts per week
- Assisted in organizing promotional events and traditional or digital campaigns and attended to them to facilitate their success
- Developed weekly internal newsletters in online platforms (Emma, IMIS)

Fulbright English Teaching Assistant, The Fulbright Program, Panama City, Panama

(Apr. 2022 - May 2023)

- Served as a cultural ambassador between the United States and Panama
- Supported classroom oversight of Dyned computer class for first through fifth grades, tracking student progress and metrics, resolving technology issues, and developing new strategies for program administration
- Helped lead English robotics and listening classes for pre-k and kindergarten students to support their oral and listening English skills at Colegio Las Esclavas
- Assisted customer service and English classes for university staff at La Universidad Católica Santa María La Antigua, leading conversation practices, listening activities, and trainings on incorporating English into staff responsibilities
- Led weekly English conversation clubs for adults and children ages 9-12

Coach, Progressive Pipeline Fellowship

(Aug. 2021 - August 2022)

- Mentored 13-15 Spring 2022 and Fall 2021 Progressive Pipeline Fellows with weekly 1-hour virtual sessions focused on professional development, networking, career search skills
- Created weekly reports of Fellow progress and organization responsibilities for internal fellowship tracking
- Oversaw Progressive Pipeline HBCU and Tribal Colleges outreach initiatives via contact tracking, school research, and social media promotion

Program Assistant, Charles B. Rangel International Affairs Program

(Nov. 2020 - Feb. 2022)

- Executed administrative tasks related to Rangel Programs (Fellow compliance management and reporting,, update existing Rangel spreadsheets and databases, complete reimbursements, etc.)
- Supported and managed Summer Enrichment Program and 2021 Fellows selections and onboarding (application review, document tracking and organizing, coordinating social events, facilitating interviews, etc.)
- Managed social media accounts via Hootsuite; created social media programming, posts, and analytics reports
- Supported program finances through payment request creation and tracking

Electoral Organizer Fellow, Working Families Party, Atlanta, GA

(Aug. 2020 - Nov. 2020)

- Coordinated and supported candidate text and phone banks via EveryAction and Spoke
- Trained in electoral organizing platforms Airtable, Slack, and Mobilize
- Developed and led virtual voter engagement events

Research Fellow, Her Term, Atlanta, GA

(June 2020 - Nov. 2020)

- Conducted research into the role of women in politics in Georgia
- Authored [Reaching the Tipping Point](#), a white paper focused on progressive female candidate campaign experiences

Administrative Assistant, Fusion Autism Center, Atlanta, GA

(Sept. 2019 – Apr. 2020)

- Maintained office inventory; carried out administrative duties such as filing, sorting mail, preparing staff schedules, etc.
- Assisted with client insurance verification and billing
- Developed a monthly calendar and organized center events

Summer Fellow, *Peace and Security Funders Group (PSFG), Washington, DC* (May - Aug. 2019)

- Developed charts and tables using Microsoft Excel and qualitative survey data
- Drafted grant proposals, organization event summaries, and conference calendar schedules
- Engaged in donor stewardship and networking with current PSFG member organizations; handled confidential member information

Multicultural Career Intern, *Lincoln Middle School, Washington, DC* (Jan. 2016 – May 2019)

- Led classes in English and Spanish, focused on improving bilingual skills in oral communication, grammar, and reading and writing comprehension
- Tutored sixth, seventh, and eighth-grade students in English, Spanish, Geography, and Math
- Volunteered as Teaching Assistant for Saturday ESL classes, supporting lead teacher in lesson development

Office of Overseas Programming and Training Support (OPATS) Intern, *Peace Corps, Washington D.C.* (Oct. 2017- May 2018)

- Organized and consolidated Language Team Conference Evaluation data in Microsoft Excel
- Edited and transferred physical documents to digital format in DOVE intranet database
- Drafted Language Team Materials for overseas use and internal use recruitment initiative materials

Leadership

Events and Programming Director, *WCAPS Georgia Chapter* (Feb. 2021-May 2022)

- Coordinated chapter events, including chapter launch and Anti-Asian Discrimination Discussion (partnership event with WCAPS-NY chapter)
- Oversaw chapter social media and outreach, supported national organization initiatives through GA-WCAPS digital content

Pipeline Fellow, *Women of Color Advancing Peace, Security, and Conflict Transformation (WCAPS)* (Jan. 2022 - May 2022)

- Co-wrote a research paper titled '[Femicide and Violence Against Women in Latin America](#)' published on WCAPS website
- Served as a rapporteur for The Stanley Center's 61st Strategy for Peace Conference, contributing to the final publication of the report '[Systemic Racism in Mass Violence and Atrocity Prevention](#)'
- Met virtually monthly to engage in networking, mentoring, professional development, and discussions on current issues in peace, security, and foreign policy

President, *The International Affairs Society* (Aug. 2017 – May 2019)

- Coordinated and executed various events, including panels, embassy visits, and international organization simulations (Model NATO, Model U.N., Model African Union)
- Managed organization budget, annual reports, calendars, and fundraising initiatives
- Oversaw all organization business and outreach efforts, led meetings, and acted as primary liaison between members and University officials

Community Service Chair, *1867 Undergraduate Assistantship Program* (April. 2016 – May 2019)

- Engaged in donor stewardship and networking with esteemed Howard University guests while maintaining proper confidentiality and discretion at all times
- Assisted Office of Special Events and Projects in planning and executing major University events, including Homecoming, Charter Day, and Commencement
- Planned monthly community service projects with local organizations for 50+ membership body

Honors and Activities

- Alpha Kappa Alpha Sorority, Incorporated (March 2018-present)
 - Naming Committee Co-Chair, 2018 UNA-AKA U.N. Day Celebration Coordinator
- HerTerm Research Partner (Oct. 2021 - May 2022)
- Howard University Capstone Scholar (Aug. 2015 - May 2019)
- Kanda Gaigo Kids' Club Fall 2020 Assistant English Teacher (Tokyo, Japan) (Aug. - Dec. 2018)
- Benjamin A. Gilman International Scholarship 2018 Grantee (June 2018)
- Young AfricanA Leadership Initiative (YAALI) 2017 South Africa Fellow (Dec. 2017)
- Howard University Dean's Honor Roll 2016-2019

