Hannah Lindqvist

ATTACHE

Arlington, VA • (571) 555-0158 • hannah.lindqvist@email.com • linkedin.com/in/hannahlindqvist

SUMMARY

Attache with 5 years in international affairs, the last 3 at a U.S. embassy covering trade, education and press issues. Writes cables and briefing memos for the ambassador, manages diplomatic protocol for official visits and works with host-government officials in Korean.

SKILLS

- Cables and Briefing Memos
- Diplomatic Protocol
- Public Diplomacy
- Korean
- Policy Analysis
- Grant Management
- Official Visit Planning
- Cross-Cultural Communication
- Discretion

EXPERIENCE

Attache 09/2023 - Present

U.S. Embassy Seoul, U.S. Department of State Seoul, South Korea

Embassy front-office staff supporting the ambassador and deputy chief of mission.

- Draft **10+** cables and briefing memos a month on trade, education and press issues for the ambassador.
- Organize 25 official visits a year, including 2 cabinet-level delegations, handling schedules and diplomatic protocol.
- Maintain working contacts with 40 officials at the Ministry of Foreign Affairs and local universities.
- Represent the embassy at 60+ public diplomacy events a year, delivering short remarks in Korean.

Program Officer 06/2021 - 08/2023

Pacific Bridge Exchange Council Washington, DC

Nonprofit running federally funded academic and civic exchanges with East Asia.

- Managed **12** exchange grants worth $2.4M, tracking budgets and partner reports for a federal grant portfolio.
- Coordinated U.S. study tours for 300 Asian student and civil society leaders a year across 8 cities.
- Wrote quarterly reports and proposals that renewed 3 government cooperative agreements.
- Briefed visiting delegations on U.S. policy and cross-cultural communication before each program.

EDUCATION

Master of Arts 05/2021

George Washington University, Elliott School of International Affairs Washington, DC

International Affairs

CERTIFICATES

Korean Language Training, S-3/R-3

Foreign Service Institute

07/2023