

Isheika Cleare

University of Notre Dame
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EDUCATION

University of Notre Dame (USA)

Ph.D., Political Science, Expected May 2023

KDI School of Public Policy & Management (ROK)

M.P.P., Public Policy, Summer 2018

Concentration: *Trade & Industry, Global Governance*

Dongseo University (ROK)

Certificate, 1-Year Korean Language Program, Spring 2016

Sun Yat-Sen University (PRC)

M.S., Public Administration – Chinese Governance, Spring 2015

Palm Beach Atlantic University (USA)

B.S., International Business, Magnum Cum Laude, Summer 2006

SCHOLARSHIPS & AWARDS

Outstanding Thesis Award, Winter 2017

KDI School of Public Policy, Sejong City, ROK

Thesis: *Is the Shadow of the Future Conditional: An Analysis of U.S.-Korea FTA Negotiations 2000-2010?*

Dean's List, Spring & Fall 2017

KDI School of Public Policy, Sejong City, ROK

Korean Government Scholarship Recipient, August 2015 – August 2018

Chinese Government Scholarship Recipient, August 2014 – July 2015

Most Outstanding Graduate (*Top of the Class – International Business*)

Palm Beach Atlantic University, West Palm Beach, FL, Summer 2006

LANGUAGES

Korean (Intermediate), Chinese (Beginner)

EMPLOYMENT HISTORY

KDI SCHOOL OF PUBLIC POLICY & MANAGEMENT, Sejong City, ROK

English Editor (Writing Center Department)

Employed: 9/16 – Present

Edit & proofread graduate students' ESL thesis, dissertations, research papers, writing assignments, etc.

KERZNER INTERNATIONAL, Paradise Island, Bahamas

VIP Services Manager (Atlantis Resort)

Promoted: 12/13 – 08/14

Managed all staff and activities in the VIP Services lounge to ensure professional, first-rate guest experience

Resort & Guest Communications Manager (Atlantis Resort)

Promoted: 03/11 – 12/13

Supervised 3-person team managing internal communications

Ghostwrote the Chief Operating Officer's bi-monthly column in employee newspaper

Proactively sourced and wrote content for employee e-newsletter, *Atlantis Mobile APP & digital TV screens*

Executive Administrator to Chief Operating Officer (Atlantis Resort)

Promoted: 5/10 – 3/11

Delivered on C.O.O.'s top 2010 communication goal of launching employee e-newsletter

Improved intra-resort communications by writing creative content for employee e-newsletter

Sales & Marketing Manager (Atlantis Resort)

Promoted: 5/09 – 5/10

Wrote copy for local signage, radio, newspaper and online advertisements for 50+ special events

Established and edited first marketing *e-Newsletter* targeting local guests (circulation: 1,500+)

Developed annual Marketing & Public Relations budgets for 7 departments

Public Relations & Sales Coordinator (One&Only Ocean Club)

Employed: 3/08 – 5/09

Served as resort's spokesperson in 100+ print & TV interviews with US & European travel agents and journalists

Enhanced resort's profile by coordinating on-site brand communications, marketing and public/media relations

JSL CHEMICAL CORPORATION, Palm Beach, FL, USA

Purchasing Coordinator

Promoted: 12/06 – 5/07

Negotiated with 20+ domestic and foreign product suppliers in China, Japan, India, Brazil, and the Netherlands

Directed the international sourcing and importing of 30+ commodities to maintain inventory levels

Sales Associate

Employed: 5/06 – 12/06

Managed 50+ individual customer relationships and wrote customer follow-up reports

Composed and designed instructional *MS PowerPoint Sales Presentations* for US-based customers