

**DEX MANDELA BURNS**  
Washington, District of Columbia  
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## CORE COMPETENCIES

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Nonprofit Leadership | Strategic Management | Fundraising and Development | Career Coaching | Global Acumen

## PROFESSIONAL CERTIFICATIONS

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### **Wharton Business School, University of Pennsylvania**

Graduate Course, Removing Barriers to Change in Organizations

### **Kenan-Flagler Business School, University of North Carolina**

Certificate, Business Essentials

### **School of Industrial and Labor Relations, Cornell University**

Certificate, Human Resources Essentials

## EDUCATION

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### **The George Washington University**

**Washington, District of Columbia**

Doctor of Education, Human and Organizational Learning

In Progress

- ✚ Research interests: National representation in international affairs, Diverse recruiting and retention within DC-based international organizations, Managerial Economics.
- ✚ Awarded the Provost's Doctoral Fellowship.

### **University of Illinois at Urbana-Champaign**

**Urbana, Illinois**

Master of Arts, Latin American Studies

- ✚ Thesis: Performance of Activism: Examining the Use of Saya by Afro Bolivian Social Activists.
- ✚ Awarded the Tinker Fellowship award for Portuguese language study.

### **University of Illinois at Springfield**

**Springfield, Illinois**

Bachelor of Arts, Global Studies

- ✚ Key courses: PSC-462: International Law and Organizations COM-425: Intercultural Communication SOA 435: Immigrants, Public Opinion, Public Policy, & Public Administration.
- ✚ Study abroad experiences in Peru and Mexico.

## EMPLOYMENT HISTORY

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### **Council on Representative Leadership Abroad (CORLA)**

**Washington, District of Columbia**

Co-Founder and President

May 2024-Present

- ✚ Serve as CORLA's top leader, and spokesperson and drive the organization's vision and policy.
- ✚ Work closely with the board of directors and CEO to implement goals and planned strategies.
- ✚ Guides CORLA's members to ensure all activity is mission-aligned.
- ✚ Serves as the organization's principal spokesperson in communications with foundations, global associations, and the broader international business and foreign policy communities.
- ✚ Establish and maintain organizational and institutional alliances; manage relationships with area HBCUs and community colleges to promote our programs.

**First Trip Inc.**

Founder, President, and CEO

**Washington, District of Columbia**

November 2019- May 2024

- ✚ Founded and led an organization that awarded over 300 study abroad scholarships and passport vouchers to students unrepresented in study abroad.
- ✚ Secured 3 five-figure grants (>\$25,000) to fund the organization's unique programs.
- ✚ Cultivated and maintained relationships with over 2,200 individual donors, foundations, and corporate sponsors.
- ✚ Oversaw a team of 18 volunteers and 3 paid seasonal interns who conducted nearly 80 passport workshops at local colleges, universities, and public libraries to excite students about obtaining their first passports, study abroad, and global careers.

**Center for Strategic & International Studies (CSIS)**

Human Resources Administrator, and Intern Program Manager

**Washington, District of Columbia**

March 2018- June 2021

- ✚ Oversaw all center-wide recruitment and placement of new staff and seasonal interns
- ✚ Regularly met with program managers to perform complex job analyses and determine appropriate compensation.
- ✚ Managed a highly competitive internship program and facilitated all aspects of the intern experience from hire to departure including trainings, special events, and exit interviews.
- ✚ Created unique training material for staff and interns.
- ✚ Conducted research to ensure the HR office remained compliant with new and existing federal and DC municipal laws, compliance requirements, and best practices.
- ✚ Served as the State Department's point of contact for the Intergovernmental Personnel Act (IPA) employee exchange program on an interim basis.

**National Institutes of Health (NIH)**

Independent Federal Contractor (Temporary Assignment)

**Rockville, Maryland**

November 2017-February 2018

- ✚ Regularly led new employee onboarding seminars.
- ✚ Assisted in the processing of personnel actions and special projects.
- ✚ Served as the department point of contact for foreign national visa processing.
- ✚ Handled confidential information with absolute discretion and set guidelines for new team members.

**US International Trade Commission (USITC)**

Management Analyst

**Washington, District of Columbia**

May 2016-October 2017

- ✚ Worked closely with the Senior HR Specialist to coordinate the Pathways internship program.
- ✚ Responsible for ensuring individuals selected for the Pathways program met the minimum qualifications and recommended them to agency directors for selection.
- ✚ Regularly met with program managers to identify knowledge/skill needs and matched qualified individuals with those opportunities within the agency.
- ✚ Researched cost-effective solutions for programs in accordance with agency policies.
- ✚ Provided career coaching for interns.

**University of Illinois, Center for Latin American & Caribbean Studies (CLACS)**

Graduate Research Assistant

**Urbana, Illinois**

August 2014- April 2016

- ✚ Worked closely with the Lemann Center for Brazilian Studies to plan and facilitate student/events.

- ✚ Served as mentor to CLACS undergraduate students (majors and minors) and facilitated contact among students and between students and faculty members and affiliates.
- ✚ Conducted independent research under the supervision of CLACS faculty members.

## **ADDITIONAL EXPERIENCE**

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- ✚ Independently conducted global career-mapping seminars for students and young professionals at a variety of colleges and universities, served on panels as an expert for obtaining federal and nonprofit employment.
- ✚ Proficient in Spanish and conversational in Brazilian Portuguese.
- ✚ International travel experience: Argentina, Belize, Bolivia, Brazil, Canada, Chile, Costa Rica, Cuba, El Salvador, Guatemala, Guyana, Jamaica, Mexico, Paraguay, Peru, Uruguay.