

DEXTER (DEX) MANDELA BURNS

Washington, District of Columbia
DexBurns.com | DBurns46@gwu.edu

CORE COMPETENCIES

Workforce Training and Development | Organizational Learning | Career Coaching | Global Acumen

PROFESSIONAL CERTIFICATIONS

Wharton Business School, University of Pennsylvania June 2021
Graduate Course, Removing Barriers to Change in Organizations

Kenan-Flagler Business School, University of North Carolina January 2019
Certificate, Business Essentials

School of Industrial and Labor Relations, Cornell University August 2017
Certificate, Human Resources Essentials

EDUCATION

The George Washington University Washington, District of Columbia
Doctor of Education, Human and Organizational Learning Anticipated May 2025

- Research interests: Managerial Economics, Diversity and accessibility to careers in international affairs; DEI recruiting and retention within DC-based international organizations.
- Awarded the Provost's Diversity Doctoral Fellowship Award.

University of Illinois at Urbana-Champaign Urbana, Illinois
Master of Arts, Latin American Studies May 2016

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

University of Illinois at Springfield Springfield, Illinois
Bachelor of Arts, Global Studies May 2014

- 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

The Elliott School of International Affairs Washington, District of Columbia
Lecturer August 2022-Present

- Plan and deliver curriculum content, assignments, and syllabi in accordance with course objectives.
- Prepare engaging weekly lessons to facilitate transformative/self-reflective learning and successful transition to university-level academics.
- Establish and preserve safe and inclusive learning spaces for students.
- Maintain accurate class records, grades, and student attendance/participation.
- Monitor student performance in accordance with university policy to ensure academic excellence for all students.
- Provide guidance and support for teaching assistants and peer advisors.

First Trip Washington, District of Columbia
Founder and President November 2019- Present

- Lead a dedicated board of directors and volunteers in the design, planning, and implementation of the organization's mission to increase diversity in study abroad by awarding scholarships for students traveling abroad for the first time.

- Serves as First Trip’s principal spokesperson in communications with foundations, global associations, and the broader international education community.
- Further the organization’s regional and national leadership and visibility in the education abroad field.
- Lead all major fundraising initiatives, grant-writing and sourcing, and community outreach initiatives.
- Establish organizational and institutional alliances; manage relationships with DC area HBCUs and community colleges to promote our programs and identify potential scholarship awardees.
- Conduct passport workshops at local colleges, universities, and public libraries to excite students about obtaining their first passports, study abroad, and global career mapping.
- Work closely with students to provide career guidance and mentoring.

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 such as *Effective Interviewing Techniques and Guidelines*, *Creating a Respectful Workplace Environment*, and *Mastering the Remote Work Setting*.
- Conducted research to ensure the HR office remained compliant with new and existing federal and DC municipal laws, compliance requirements, and best practices.
- Established and maintained partnerships with professional associations promoting access, equity, and inclusion of minority individuals in international affairs.
- Provided individualized career guidance, resume review, and mentoring for interns and junior staff.
- Served as strategic HR partner for the Center’s Diversity in International Affairs and Leadership project.
- Represented the organization at career fairs and networking events in a friendly and professional manner.
- 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.
- Mastered a variety of data entry systems to create, track, and process personnel actions, performance reviews, and travel/financial transactions.
- Provided career coaching for interns.

- 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

- 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.