***Linda Keuntje***

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**Skills Summary**



Program Development, Training Development and Facilitation, Research, Peace Corps

**Education**



* **George Mason University**, *Conflict Analysis and Resolution*; full-time Masters degree student (2010 – present). Coursework: Conflict and Development, Conflict and Religion, Conflict and Identity, Conflict and Organizations, Research Design, Grand Strategy. Regional Interest: Turkey and Central Asia, Chair - Central Asia Working Group.
* **Montclair State University**, *Linguistics*, Bachelor of Arts, 2001
* **Karl-Franzes Universität** (Graz, Austria), *German Language and Linguistics,* full year scholarship through local Sister Cities program (1998 - 1999)

**Experience**



**Undergraduate Experiential Learning Project** Fairfax, VA

*Graduate Assistant* Jan 2011 - Present

* **Research:** Developed protocol and instruments for overseas evaluation research involving 12 participants. Assisting in analysis of qualitative data; compiling all data and delivering summaries to primary researchers.
* **Program Development:** Developing a model for domestic and international education programming within the university integrating pedagogy and community development principles. Created informational materials for potential community partners.
* **Training Development:** Planning pre-departure training for 3 trips totaling 36 students, which includes adaption of theory and technical skills to the Liberian and Colombian contexts, team building, cultural integration, health and safety, and reintegration.

**Conflict Analysis and Peace Building** Monrovia, Liberia

*Practitioner*  May - July 2011

* **Training Development:** Developed and conducted leadership, mediation and negotiation trainings for various audiences.
* Performed situational assessments for refugees and IDPs from Ivory Coast.
* Assessed post-conflict land disputes and conducted mediation sessions for local groups.
* Provided assessments and recommendations to the Liberian Land Commission for the resolution of land and refugee disputes with knowledge of traditional and statutory laws and practices.

**Vélocity Bicycle Cooperative** Alexandria, VA

*Volunteer Coordinator* Aug - Dec 2010

* **Organizational Development:** Assisted in the development of governance and oversight structures. Collaborated to create a recruitment and orientation procedure for new volunteers increasing retention and greater fulfillment of the co-op’s commitment to diversity.
* **Coordination:** Met with potential volunteers and coordinated with existing volunteers to find projects and activities that met their interests. Handled questions of co-op policy and activities.

**Peace Corps** Turkmenistan

*Teacher Trainer* 2007 – 2009

* **Training Development:** Based on assessment, developed a practical curriculum and instructional materials satisfying strict Education Ministry protocols and trained 4 local teachers in their implementation. Designed and facilitated seminars for Peace Corps training staff covering principles of cultural integration; productive cross-cultural communication; conflict styles and technical training.
* **Capacity Building:** Focused on developing self-supporting skills in the areas of critical thinking, planning and testing throughout all activities and interactions with counterparts. Initiated discussion on revamping the English program’s testing procedures resulting in preliminary changes with encouraging successes. Designed a teacher audit system to help school administration better assess the performance of English teachers empowering the school director in her duties as supervisor.
* **Community Assessment:** Through local language acquisition and community integration, performed a 6-month assessment of the needs, assets and interests of a local school. Collaborated with the Peace Corps program manager, school administration and teachers to outline a long-term strategy for the development of the school’s English language program.
* **Communication/Conflict Resolution:** Utilized training in active-listening, stress management, crisis intervention and group climate to assist volunteers in maintaining motivation and mental health.

**Wyndham Worldwide** Parsippany, NJ

*Administrative Assistant* 2006 – 2007

* **Project Coordination:** In recognition of excellent administrative support, was promoted twice to positions of increasing responsibility including: assisting a team of 70+ domestic and international contractors and staff on an international project during many high-pressure months; direct support to the Vice-Presidents of HR Systems, Benefits and Compensation needing coordination with other areas in the HR sector.
* **Administration:** Arranged international meetings, generated expense reports, arranged travel, maintained meticulous files, provided event support from start to finish, observed requirements of confidentiality and other duties. Proficient in MS Word, Excel, Outlook and Powerpoint.

**International Experience**



**Graz, Austria,** 1998-1999

Pursued studies in German literature and history and general courses in Linguistics.

**Tokyo, Japan,** 2003 - 2005

Instructor for adults in conversational and business English. Assisted 3 professionals in seeking out, preparing for and successfully applying to MBA programs in the US.

**Gokdepe, Turkmenistan,** 2007 – 2009

Served a rural community as teacher trainer. Trained fellow volunteers in Turkmen traditions, challenges in working in international development, technical skills and basics of conflict styles.

**Monrovia, Liberia,** May 2011 – June 2011

Performed a variety of conflict resolution and peace building services in collaboration with a local community organization.

**Language Skills**



Highly proficient in conversational **Turkmen**

Basic speaking skills in **German**

**Current Research**



An Occupied State of Mind: The Native Hawaiian Sovereignty Movement and Identity (co-author)