

Sean P. McKee

Unit 3760

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PROFESSIONAL PROFILE

Coordinator of information, logistics and personnel resources with a track record of achieving results in operations planning and management. Demonstrated experience in project management, multi-cultural teams, and consultative problem solving in international development. Excellent presentation, written and cross-cultural communications skills.

EXPERIENCE

- Content Creator / Website Developer • Independent Contractor** 11/06 - Today
- Researched and delivered content on work permits, international careers and study abroad. Managed online forum content for international website with more than 250,000 visitors.
 - Collaboratively designed and launched web log and wiki to deliver content about international, portable careers to US Embassy community members in Lima, Peru.
- Development Outreach Communications Specialist • USAID/Bolivia (La Paz, Bolivia)** 9/04 - 6/06
- Designed and delivered a mission-wide communications strategy to improve print, web and face-to-face outreach efforts to create a positive awareness of international development programs in Bolivia.
 - Coordinated nationwide public perceptions survey as part of a social marketing campaign strategy designed to support counter-narcotics policies and programs.
- Administrative Logistics Coordinator • USAID/West Bank & Gaza (Tel Aviv, Israel)** 3/02 - 5/04
- Worked with and managed local staff to provide transportation, travel management and security support services for USAID personnel working in Israel, West Bank and Gaza Strip.
 - Created and managed database tool for analysis of motor pool, personnel and security support services to calculate cost-sharing for multi-million dollar international development project field support.
- Housing Coordinator • U.S. Department of State, U.S. Embassy - Tel Aviv (Israel)** 4/01 - 3/02
- Addressed housing concerns and needs of families as liaison with Housing Assignment Board.
 - Developed spreadsheets, questionnaires and brochures that were adopted for general use. New tools improved tracking and assignment information for more than 200 families at post.
- Senior Analyst • Weber Associates Consulting (Chantilly, VA)** 3/00 - 10/00
- Managed project team and client relationships for development of electronic and printed marketing and sales tools. Clients included national and multinational communications firms.
 - Developed database tool to track real-time progress of more than 150 unique deliverables.
- Regional Coordinator • American Russian Center (Russian Far East; Anchorage, Alaska)** 8/95 - 8/98
- Organized and implemented field office operations for small business development program. Worked closely and communicated in Russian with local staff, clients, government representatives and press.

EDUCATION & SKILLS

Master of Business Administration - International Management : 1999

Thunderbird, School of Global Management (Glendale, AZ)

Bachelor of Arts - Russian Area Studies/Russian Language : 1994

Dickinson College (Carlisle, PA)

Languages: English, Russian, Spanish

Computer Skills: MS Office, Access, XHTML, CSS, Photoshop, Fireworks, PHP, WordPress, PMWiki

PROFESSIONAL ASSOCIATIONS

Society of Competitive Intelligence Professionals (SCIP) ■ International Webmasters Association (IWA/HWG) ■ Project Management Institute (PMI)

More information at: <http://www.seanpmckee.net>