

Dorothy Khan

Dk2479@nyu.edu

EDUCATION

New York University, New York, NY

M.S in Global Affairs, December/2015

Coursework: Bolivia Global Field Intensive, La Paz, Bolivia

- Sustainable Development in Bolivia, January 2015

Stony Brook University, Stony Brook, NY

M.A in Public Policy, May 2012

Stony Brook University, Stony Brook, NY

B.A in Political Science, May 2011

EXPERIENCE

Advocacy Project, New York- Kathmandu, Nepal

Peace Fellow, *April 2016 – Present*

- Develop a training on menstruation for girl students at a local school in Surkhet, Nepal and profile the daily life of the girls outside school.
- Produce promotional material on WRRP's Girls Empowerment Program (GEP).

UNICEF-Iraq, Duhok, Iraq - New York, NY

Graduate Consultant, *March 2015 – July 2015*

- Collaborated with the Chief of UNICEF, Iraq to create actions plans oriented towards increasing social cohesion among youth in Duhok, Iraq.
- Developed training materials and toolkits for capacity development initiatives in the areas of peacebuilding, resource mobilization, and networking skills.
- Represented the organization and presented on the project during cluster meetings.
- Supervised and facilitated youth and youth-oriented groups in implementing activities, planning projects, organizing membership, and other skills related civic participation.
- Disseminated finding via social media, workshops and print copies.

Projects Abroad Human Rights Office, Cape Town, South Africa

Human Rights Intern, *June 2014 – August 2014*

- Assisted refugees with applications for school fees exemptions, extension of permits as well as referring them to organizations that provide services such as trauma counselling, free English classes and free shelters.
- Drafted Heads of Arguments for appeal hearings where an application for refugee status was denied by Refugee Status Determination Officer.
- Conducted workshops for male and female juvenile offenders to educate and empower them. The workshops were structured to apply to issues which affect their lives, and have included discussions on topics such as drug and alcohol abuse, violence and the court procedure.
- Attended one of the most notorious prisons - Pollsmoor- and assisted the Legal Services Coordinator in consulting with new and existing clients at the prison.

AFS Intercultural Programs, New York, NY

Visa Advisor, *January 2014 – June 2014*

- Reviewed and researched visa requirements and application procedures for the organization's outbound programs.
- Prepared visas on behalf of participants in a timely manner, and or, guide participants through the individual visa process via phone, email and mail.

- Updated visa application instruction and visa information on the organization's database.
- Registered participants who were embarking to host country with the U.S Embassy via state department Embassy Registration website.

New York State Office of Children and Family Services, Central Islip, NY
Administrative Assistant, December 2012 – December 2013

- Assisted case managers in the development, implementation and administration of New York State services to children, adults and families referred to the agency.
- Performed office tasks such as filing, record-keeping, typing, answering telephones, and acted as a representative of the NYS Office of Children and Family Services during various meetings.
- Maintained critical folder containing important facility documents, ordered maintenance and office supplies as well as maintaining the inventories.

U.S Fund for UNICEF, New York, NY
Program Resources Intern, October 2011 – May 2012

- Worked in tandem with the Director and Program Officer of Volunteer and Community Partnerships (VCP) on numerous partnership development projects, community outreach initiatives and various programs related to children's rights.
- Provided daily communications and organizational support to the VCP department.
- Contributed to effective workflow of the department including database entry and management; execution of mailings; fact-checking; and copy-editing.
- Organized and maintain electronic files of UNICEF issue documents, reports and situation reports.

PROJECTS

Empowering Refugee Women: Policy Prescription from a Field Survey
Thesis, August 2015 – October 2015

- Using snowballing technique, interviewed seventy Rohingya Refugee women in the restricted refugee camps of Bangladesh.

Skills: Data Analysis, Case Studies, Policy Research, Interview, Field Research, Women's Empowerment, International Government Relations

AWARDS

Wasserman Center Internship Grant, May 2015

SKILLS

Proficient in Microsoft word, Excel, and Outlook, Imovie, Adobe, Social media
Intermediary proficiency in Bangla, Hindi, Urdu. Familiar with Spanish