

# Beth C. Barak

CO-OWNER & DIRECTOR

---

## CAREER HIGHLIGHTS

### **ESSENTIAL EDGE COMPLIANCE OUTSOURCING SERVICES, LLC**

CO-OWNER AND DIRECTOR

Collaborate with Founder to guide upward trajectory of the business.

- Manage marketing initiatives and web content.
- Managed outsourcing business client relationships.
- Created infrastructure, wrote proposals, and authored internal policies and procedures line.
- Hired, trained, and oversaw outsourcing independent consultants.

### **FLORIDA ATLANTIC UNIVERSITY, Division of Research, Boca Raton, FL**

ASSOCIATE DIRECTOR AND EDITOR, FAU Owl Research & Innovation Magazine

ASSISTANT DIRECTOR AND VARIOUS ROLES

Managed communications, events and research development initiatives.

- Directed content development and production of a research magazine, FAU's marketing centerpiece. Managed weekly newsletter reaching 2,000 faculty and staff.
- Wrote scripts and created videos that advanced multiple marketing campaigns.
- Authored first community engagement and economic development report, resulting in creation of a new Office of Community Engagement. Received commendation from FAU president.

### **BCB CONSULTING, New York, NY**

SELF-EMPLOYED CONSULTANT/GOVERNMENT CONTRACTOR

Provided reporting, training, evaluation, project management, events and fundraising services to non-profits, small businesses, and city government.

- Identified community involvement opportunities in Florida; evaluated an internship for a global client; generated \$80,000 for a special event attracting 1,000+ guests.

### **INSTITUTE OF INTERNATIONAL EDUCATION, New York, NY**

SENIOR PROGRAM MANAGER

Managed the roll-out and execution of educational enrichment programs.

- Created systems and policies for a Lucent Foundation program, with oversight of staff in 10 U.S. and 5 Asian cities.



## ADDITIONAL EXPERIENCE

### **WORKING IN SUPPORT OF EDUCATION**

Program Director

### **INSTITUTE OF INTERNATIONAL EDUCATION**

Senior Grants and Contracts Specialist

- Planned and executed marketing strategies, resulting in a 58% increase in U.S. applications.
- Created collateral and built a marketing alliance, surpassing prior vendor in achieving diversity goals by 40%.
- Wrote reports and proposals, contributing to \$2.5+M in follow-on business.

**UNITED STATES CHAMBER OF COMMERCE, Washington, D.C.**

FOUNDING ASSOCIATE DIRECTOR, CENTER FOR CORPORATE CITIZENSHIP

Positioned group for launch and showcased civic leadership of member companies while providing opportunities for corporate, government and non-profit leaders to discuss prospective collaboration.

- Ensured pilot conference featuring Ted Turner was standing-room only, with 176 attendees.
- Co-authored, Corporate Responsibility & Globalization, a post-conference report.

**THAILAND BUSINESS COALITION ON AIDS, Bangkok, Thailand**

PROGRAM MANAGER AND TRAINER

Developed collateral, secured funding, and managed communications and events.

- Organized community relations events that improved public health awareness, increased visibility of corporate sponsor and raised funds during a financial downturn.
- Developed new business strategies and proposals, securing the Coalition’s largest grant, launching the Asian Business Coalition on AIDS.

**ROTSAWAEK WITTAYA PRIMARY SCHOOL, Ayuthaya, Thailand**

TEACHER

**UNITED STATES PEACE CORPS, Africa Region Operations, Washington, D.C.**

COUNTRY DESK ASSISTANT/ACTING COUNTRY DESK OFFICER

Managed back office operations for U.S. volunteers and staff in 5 African countries.

- Improved field understanding of agency policies and enhanced messaging of program value to key stakeholders through site visits to Ethiopia, Eritrea, Congo (Brazzaville) and Uganda.
- Developed briefing materials for agency senior staff and U.S. Vice President Al Gore.



**EDUCATION**

**UNIVERSITY OF PITTSBURGH**

Master of Public and International Affairs

**AMERICAN UNIVERSITY WASHINGTON, D.C.**

Bachelor of Arts, International Affairs