

**ZARRÍN T. CALDWELL**  
[zarrin@globaldreamsconsulting.com](mailto:zarrin@globaldreamsconsulting.com)

Internationally-experienced project and research manager with over 10 years of expertise in public and international affairs. Proven history of working collaboratively with teams to manage foundation and government-funded programs, international exchanges, global conferences, and major editorial and educational projects. Demonstrated success in analysis/research of complex topics and making information accessible to broader audiences via a wide range of formats. Background includes highly-developed verbal and written communication skills, with an ability to think critically and show sensitivity to cross-cultural differences. Adept at liaising with international agencies, senior government officials, and civil society groups, as well as representing clients and employers to a high standard. Known for ability to meet deadlines, to come up to speed quickly on diverse topics, for reliability, and a passion for international engagement and education.

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| • Program Management       | • Research        | • Writing/Editing          |
| • New Business Development | • Policy Analysis | • Educational Materials    |
| • Networking/Outreach      | • Interviews      | • Online and Print Content |
| • Conference Planning      | • Global Insights | • Proposals and Reports    |

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**PROFESSIONAL EXPERIENCE**

**GLOBAL DREAMS CONSULTING, Columbia, MD • 2008 – Present**  
**Principal/Sole-Proprietor**

Managing small business focused on providing high-quality research, educational materials, editorial content, and project management services on critical global issues. Spearhead all new business development and outreach, with acquisition of top clientele that are repeat customers. Clients not listed below include International Baccalaureate, the International Youth Foundation, and the Collaborative Communications Group. Manage all client relationships to ensure their satisfaction and oversee all marketing, administration, and recordkeeping. Selected project highlights include:

- Designed and implemented multi-week professional exchange programs sponsored by the U.S. Department of State. Contract with the Institute of International Education involved program design, managing budgets averaging ~\$70K/program, liaison with interpreters and local councils, visitor orientations, and supervision of junior staff.
- Ghost-authored four Study Guides for the U.S. Institute of Peace's annual high school essay contest on topics of: Corruption and Governance; New Media and Peacebuilding; Gender, War, and Peacebuilding; and Security Sector Reform. Guides distributed to thousands of teachers and schools nationwide with ~2K students entering each contest.
- Researched, wrote, and worked with designer on 24+ page magazine issues for educational publisher (*European Schoolbooks*) on topics such as International Law, Global Warming in the Arctic, Modern Slavery, and Peacekeeping. Issues distributed to schools and libraries in the U.K. and Europe.
- Edited journal articles, donor reports, and fact sheets for the Global HIV/AIDS Program at the World Bank.
- Served as seminar and conference rapporteur under subcontracts to USAID and USDOT.

**ONEWORLD.NET, Washington, DC • 2005 – 2006**  
**Editor**

Created, wrote, edited, and promoted new, bi-monthly e-zine for an online news service focused on international development. Worked with U.S. colleagues—and a wide range of non-governmental organizations partners in and around Washington, D.C.—to bring attention to the latest developments in the field. E-zine topics included fair trade, weapons proliferation, global health, climate change, women's advancement, food/agriculture, global poverty, and more. Completed layout of each issue in Adobe InDesign and engaged in iterative/consultative process to improve each issue.

- Instrumental role in creating new product for news service. Eleven issues produced in 19 months; e-zine gained 2,500+ subscribers, promoted widely by NGO partners, and was a top 10 website link.
- Wrote ~35, original 2,000-word feature articles; worked closely with ~70 partner organizations to edit narrative articles, interviews, and opinion columns; and elicited active engagement in online community forum for each issue.

**INTERNATIONAL ASSOCIATION FOR RELIGIOUS FREEDOM, Oxford, U.K. • 2001 – 2004**  
**Project and Research Manager**

Primary research and project support role at headquarters of international human rights organization with U.N. presence and member organizations in over 25 countries. Researched religious freedom globally and authored/edited quarterly reports, newsletter articles, annual report, proposals, and Web content. Deputized for the General Secretary, including responsibility for helping to administer Rockefeller Foundation grant, preparing strategic documents for board, and representing association at relevant interfaith and international meetings in the U.K. and abroad. Liaised with the U.K. Foreign Office, U.N. agencies, the OSCE, European governments, institutional members, and numerous interfaith organizations.

- Played leading role in obtaining a \$250K grant from the government of the Netherlands for a multi-year human rights education program in four countries, including writing of a 60+ page proposal, developing budgets, building institutional partnerships, and managing initial advisory committee meeting. Program remains central to association activities.
- Engaged with academics in 10 countries to prepare an edited volume on “Religious Education in Schools: Ideas and Experiences from around the World.” Organized forum at related U.N. conference in Spain to deliver/distribute product.
- Orchestrated multiple workshops, worship sessions, and preparation of handbook for Interfaith World Congress drawing ~500 people and held in Budapest, Hungary in 2002.

**UNITED NATIONS ASSOCIATION OF THE USA, Washington, DC • 1995 – 1999**  
**Assistant Director for Research**

Represented national membership organization in Washington, DC, with central responsibility for monitoring and reporting on all legislative and executive-branch developments related to U.S. policy toward—and funding of—the U.N. and international organizations. Wrote weekly newsletter on these topics, which entailed nurturing contacts with government agencies and legislative aides, attending numerous hearings and markups on Capitol Hill, engaging with advocacy coalitions, and meeting tight deadlines. Point of contact for members on legislative queries and represented association at press briefings, special events, foreign policy forums, and U.N.-sponsored meetings.

- Produced over 100 issues of the *Washington Weekly Report*, which was a premier source of information on U.S./U.N. policy for the Executive Branch, congressional offices, policymakers, academics, and association members.
- Authored a seminal white paper on UN reform that was distributed to policymakers, in addition to in-depth fact sheets on controversial topics and occasional feature stories for association magazine.
- Organized all-day peacekeeping seminar for members and guests at Carnegie Endowment for International Peace.

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**FORMAL EDUCATION/AWARDS**

**Rotary Peace Fellow**

Chulalongkorn University – Bangkok, Thailand

**Master of Public and International Affairs**

University of Pittsburgh – Pittsburgh, Pennsylvania

**Bachelor of Arts in Mass Communications**

University of South Florida – Tampa, Florida

**INTERNATIONAL EXPERIENCE**

Lived in, or traveled to, over 35 countries in Europe, Southeast Asia, East Asia, the Middle East, and Central/South America.

**ADDITIONAL BACKGROUND**

Webmaster, creator, and researcher for peacebuilding website at [www.modelsofunity.net](http://www.modelsofunity.net) • Alliance for Peacebuilding (member) • Advisory Board for International and Multicultural Affairs, Columbia, MD • Foundation Level Certificate in Graphic Design, Maryland Institute College of Art • Mediation Training, Howard Community College, Columbia, MD