

The slide features a dark blue background with decorative geometric patterns on the left and right sides. These patterns consist of overlapping, stylized arrow-like shapes in yellow, magenta, cyan, and grey, pointing towards the center. The main text is centered in the upper half of the slide.

Be Employable

Rachel Sullivan

My Background

Majors: Government & Politics, Economics

Minor: International Development & Conflict Management

Junior standing during internship period

The Internship

U.S. Department of State, Office of
Multilateral Trade Affairs


2201 C St. NW,
Washington, DC 20520



Multilateral Trade Affairs: Mission



“Leads the State Department's trade policy activities in multilateral institutions, including the WTO and OECD. It provides technical expertise in regional and bilateral trade negotiations including labor, environment, services, government procurement, customs trade remedies, and trade capacity building. MTA also supports bilateral WTO negotiations and U.S. Trade programs”



Intern Responsibilities

- Conduct targeted research as required on trade agreements, violations, and accessions
- Have knowledge of Generalized System of Preferences, Government Procurement and current trade agreements
- Maintain website and databases
- Compose memos on current events and policy
- Attend related lectures and meetings (Brookings, Congress)

Requirements

Major: GVPT, ECON or any international/
foreign policy concentration or minor

Skills: Microsoft Office (esp. Excel)

Requires a security clearance & background
check

Skills Learned

- How to deal with privileged information
- How to write a succinct and effective memo
- How to conduct *targeted* research

Insight into Field

- Inter-agency cooperation and difficulties
- Travel and negotiations
- Foreign Service vs Civil Service
- Internal hierarchy

Helpful Experience

- Security clearance process
- Expectations in the State Department setting
- Pace of environment - at times fast and at others, slow

Graduate School Preparation

Gave me ideas of what to study, what they support

- Finance higher education
- International trade law
- Area Studies

Network

Everyone there was welcoming and willing to help me learn the nuances of trade policy

Since they are so mobile, the network expands and changes, giving me access to several different areas and people

