

Allison Higgins

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EDUCATION

American University, Washington, District of Columbia

December 2020

Bachelors of Arts in Justice and Law

Concentration in Terrorism and Homeland Security

Certificate of Advanced Leadership Studies

Honors: GPA: 3.88, AU Scholars (Chemical Weapons from WWI to Today), SPA Leadership Program, Dean's List Fall 2017, Outstanding 2017- 2018 AU Scholar

Relevant Courses: Crime and Conflict Nexus (Spring 2019); Strategy and Tactics of Terrorism (Fall 2019)

Relevant Academic Work: Strategy Analysis Project: 2009 Counterinsurgency Guide

Certifications: NCIC certified until July 2021; TECS certified through July 2020

North Royalton High School, North Royalton, Ohio

June 2017

Summa Cum Laude

Honors Diploma

National Honors Society

EXPERIENCE

Intern, **United States National Central Bureau of INTERPOL**, Washington DC

Present

- Worked in a cross-departmental environment to assist various US Government Agency in ascertaining and trace the location of US fugitives abroad
- Managed and completed a pilot program for the division that required the review of 200 cases of a U.S. Marshall, the querying of TECS, NCIC, and CLEAR; and the compiling of information from the searches to determine if each subject was in the United States. Furthermore, I developed and wrote the division-wide Standard Operating Procedures guide for the pilot program
- Assisted the U.S. Marshalls on a high-profile investigation by performing investigative queries within TECS, NCIC, and CLEAR and then compiling the information to support the investigation
- Communicated daily with peers, Assistant Directors, detailees from other law enforcement agencies (i.e. U.S. Marshals Service, U.S. Citizen and Immigration Service, Homeland Security Investigation, etc.) about case status, locations of fugitives, verification of entry/departure in the United States and other case related matters.
- Gathered, organized, and created statistical data for ongoing divisional operations and provided the data in a weekly written report to my divisional supervisor.
- Reviewed and analyzed incoming messages from various countries and law enforcement personnel to determine case action.
- Within ECE, Reviewed and updated cases to ensure that agency compliance standards are being met, closed investigative and inquiry cases on subjects under review by various law enforcement agencies, including INTERPOL, and requested fingerprint analysis and cancellations
- Assisted with an agency wide project involving over 500 cases by entering/modifying/cancelling TECS database lookout entries on a monthly basis.

Intern, **Department of Justice's Office on Violence Against Women (OVW)**, Washington, DC Jan. - June 2019

- Edited and reviewed government training materials on specific issues related to domestic violence, dating violence, sexual assault, and stalking to be distributed to OVW grantees
- Communicated with grantees to give crucial feedback on presentations, webinars, and trainings
- Assisted supervisors on the preparation of government documents including the grant solicitations, peer review, and programmatic review materials

Fulbright Summer Participant, **UK-US Fulbright Commission Summer Institute Program**, Belfast, Northern Ireland 2018

- Studied Conflict Transformation and Social Justice abroad at Queen's University, Belfast
- Interacted with citizens of Belfast, Northern Ireland in order to progress mutual learning and understanding through cross-cultural communications
- Furthered the mission of the Fulbright Commission, which is "mutual understand through education"
- Act as an Ambassador of the United States and the Fulbright Commission while abroad

2018 – 2019 First Year Teaching Assistant, **SPA Leadership Program**, Washington DC 2018 – Present

- Served as a mentor and an advocate to the first-year students entering the program by providing them with a welcoming community and aiding them in their transition to college
- Collaborated with the leadership professors and fellow teaching assistants to successfully implement the first-year curriculum
- Supported freshmen students' work and effort to creating a social action project and providing feedback on written work

Secretary, **AU Terrorism and Homeland Security Policy Organization**, Washington, DC 2018 – Present

- Assisted in event planning and organization through booking room, coordinating with speakers, and event promotion
- Provided networking opportunities for both undergraduates and graduate students in the homeland security field
- Collaborated with both undergraduate professors and graduate professors in order to create 5 meaningful events per semester

SKILLS

- *Language:* Spanish, intermediate speaker, intermediate writer, and intermediate listener
- *TECs Certified; NCIC Certified*