Allison Higgins

(216) 906-5787 | amch729@gmail.com | http://edspace.american.edu/ah5234a/

EDUCATION

American University, Washington, District of Columbia — December 2020
Bachelors of Arts in Justice and Law — GPA: 3.88
Concentration in Terrorism and Homeland Security

Honors: Truman Finalist 2020; 2018 US-UK Fulbright Commission Participant, School of Public Affair Leadership Program; American University Scholars (Chemical Weapons from WWI to Today); Outstanding 2017- 2018 AU Scholar

Relevant Courses: Intelligence Analysis (FA2020); Transnational Cybercrime (FA2020); Domestic Terrorism (SP2020); Introduction to US Cyber Policy (SP2020)

Relevant Academic Work: Strategy Analysis Project: 2016 Countering Violent Extremism

Certifications and Clearance: NCIC certified until July 2021; Secret Clearance

EXPERIENCE

*Intern, **Department of Defense Military Defense Commission**, Washington, DC* — *Present*

- Analyzing, organizing and interpreting over 6000 pages of discovery to prepare for the defense of a Guantanamo Bay detainee
- Complete critical analysis of witness statements highlighting relevant evidence and raise pertinent questions to be reviewed by case analyst and defense attorneys
- Work with an electronic discovery program (CaseMaps) to assist in building a database related to the evidence to prepare for trial
- Maintain an awareness and understanding of the Military Commission legal system and the status of the case and charges against the client

*Student**, Terrorism and Homeland Security Communications Lab,** Washington, DC* — *Present*

- Understand how to apply practical research concepts to intelligence gathering and analysis
- Learn how to create objective decision points on issues critical to homeland security to present to senior government executives
- Enhance plain writing skills to effectively deliver critical information to senior government executives
- Gain the skills to manage meetings including understanding the constraints of a schedule and building an agenda
- Practice briefing abilities by briefing a panel of senior government executive on the Transnational Links found in radicalization and recruitment strategies of US domestic terrorist organizations

*Intern, **United States National Central Bureau of INTERPOL**, Washington DC* — *July – December 2019*

- Worked in a multijurisdictional environment to assist various Department of Justice and Department of Homeland Security component level agencies in ascertaining the location of US fugitives abroad
- Planned, coordinated, and completed a pilot program for the division that required reviewing of 200 U.S. Marshall cases; querying TECS, NCIC, and CLEAR; and compiling information from the searches to determine if each subject was in the United States
- Developed analytical proficiency by assisting U.S. Marshalls on a high-profile investigation by performing investigative queries within TECS, NCIC, and CLEAR; gathering open source intelligence; compiling the information; and presenting the information to supervisory investigative analysts and US Marshalls to support the investigation
- Communicated daily with peers, Assistant Directors, detailees from other law enforcement agencies (i.e. US Marshals Service, US 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 divisional extraditions and provided the data in a weekly written report to my divisional supervisor
- Analyzed incoming messages from various countries and law enforcement personnel to determine case action and communicate next step actions to case analysts
- Reviewed and updated cases in ECE to ensure that agency compliance standards were met; closed investigative and inquiry cases on subjects under review by various law enforcement agencies, including INTERPOL
- Liaised with FBI headquarters officials to requested fingerprint analysis and cancellations for US Marshalls detailees, Homeland Security Investigations detailees, and INTERPOL Washington
- Cultivated and maintained an understanding of 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**, Washington, DC* — *January - 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

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- Created a virtual newsletter to be distributed to STOP grantees (law enforcement, prosecutors, judges, victim advocates) on a quarterly basis
- Research and compiled information resources from various office grantees programs into a virtual newsletter for the STOP 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 forms, and programmatic review materials

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

- Studied Conflict Transformation and Social Justice abroad at Queen's University, Belfast
- Conversed with professors to understanding the social, political, cultural, and economic conditions that influence the Irish Troubles, the continuation of the conflict, and viable strategies to peace
- Interacted with citizens of Belfast, Northern Ireland to progress the Fulbright Commissions mission of mutual learning and understanding through education
- Acted as an Ambassador of the United States and the Fulbright Commission while abroad