

# Talyn Rahman-Figueroa

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www.becomeadiplomat.com

## CAREER OBJECTIVE

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Adaptable professional with 10+ years of experience and a proven knowledge of government affairs consulting, organisational mission, and strategic planning. Aiming to leverage my skills to successfully fill the Consultant role at your organization.

## WORK EXPERIENCE

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### Grassroot Diplomat

Global

*Founding CEO & Senior Consultant*

*Jul 2011 – Present*

- Confer with board members and wider team to discuss issues, coordinate activities, and implement corrective action plans to solve organizational problems.
- Direct activities of businesses concerned with production, pricing, sales, and distribution of services.
- Prepare and deliver keynote speeches, write articles, and present information at conventions to promote services, exchange ideas, and accomplish nonprofit organizational objectives.
- Direct and coordinate activities between embassies, foreign governments and intergovernmental organizations to promote international interests and harmony.
- Direct human resources activities, including the approval of human resource plans, the selection of directors and other high-level staff.

### Independent – Public Sector Clients

Nationwide - UK

*Government Communications Consultant*

*Jan 2013 – Feb 2019*

- Maintain current knowledge of government policy decisions in the United Kingdom.
- Consult with and advise government officials, public sector bodies, and senior management concerned with the public interest.
- Identify issues for research and analysis including corporate social responsibility initiatives.
- Study the objectives, promotional policies, and needs of organizations to develop public relations strategies that will influence public opinion of products, or services.
- Plan internal communications to maintain favorable public perceptions of the organization's agenda.
- Consult with public relations agencies to arrange promotional campaigns in all types of media for organization and senior management.

### Africa Asia Global Scholars Network

London, UK

*Advisory Councillor*

*Aug 2011 – Sep 2013*

- Evaluate the activities of personnel engaged in building relations with academic institutions and governments based in Africa and Asia.
- Establish operational policies and procedures based on analysis of operations, demographics, and other research information.

### House of Commons

London, UK

*Communications Manager*

*Jan 2010 – Jan 2011*

- Establish and oversee administrative procedures to meet objectives set by Member of Parliament and political party.
- Speak to community groups to explain and interpret policies and referendums steered by the party.
- Gather and organize information to plan local campaigns.
- Respond to written requests for information from the public.

**WILPF International****London, UK***Director of Communications and External Relations**Aug 2007 – Jan 2010*

- Write effective articles, prepare information for media kits and develop organization web page.
- Identify main audiences, determine the best way to communicate publicity information to them, and develop and implement a communication plan.
- Develop and maintain the organization's image and identity, which includes the use of logos.
- Establish goals for soliciting funds, develop policies for collection and safeguarding of contributions.
- Provide training to volunteers on topics such as women's rights, gender policy, and government relations.
- Develop newsletters, brochures, and other printed materials to share information with members.

**United Nations Framework Convention on Climate Change****Copenhagen, Denmark***International Advisor**Nov 2009 – Dec 2009*

- Interpret and analyze policies, public issues, and operations of governments.
- Consult with and advise government officials concerned with climate change and public relations issues.

**Action for UN Renewal****London, UK***Head of Campaigns and Communications**Feb 2004 – Jul 2006*

- Direct and coordinate research and development for climate change book and publications.
- Assemble and communicate with a strong, diverse coalition of organizations and public figures, securing their cooperation, support and action, to further campaign goals.
- Attend and participate in conferences and community events related to global governance and diplomacy.
- Develop and revise communications materials, website, presentations, and public relations initiatives to promote awareness of United Nations policies and campaigns.

**EDUCATION****MCGILL UNIVERSITY****Montreal, Canada***Human Rights Fellowship (Feb 2013)***UNIVERSITY OF WESTMINSTER****London, UK***M.A. Diplomacy (Jan 2011)***SETON HALL UNIVERSITY****New York, USA***United Nations Intensive Training (Aug 2010)***AL-AKHAWAYN UNIVERSITY****Ifrane, Morocco***Certificate in Politics of North Africa and Middle East (June 2010)***DIPLOMATIC ACADEMY OF LONDON****New York, USA***European Commission Intensive Training (Feb 2010)***SCHOOL OF ORIENTAL AND AFRICAN STUDIES****London, UK***B.A. Japanese and Management (Aug 2008)***KYOTO UNIVERSITY OF FOREIGN STUDIES****Kyoto, Japan***Japanese Language and Culture Diploma (Aug 2007)***KEY PUBLICATIONS**

- Brexit Handbook: Management of Civil Society for Global Diplomats and Embassies 2019
- Diplomatic Planner: Career Development Toolkit for International Relations and Diplomacy 2018
- Women in Diplomacy: British Female Ambassadors Overcoming Gender Hierarchy 1990-2010 2017
- Grassroot Diplomat Quarterly Magazines 2014 - 2016

**ADDITIONAL SKILLS**

- LANGUAGES: English (native), Bengali (bilingual), Japanese (intermediate), Spanish (basic)
- IT: Social media and web development (advanced), Microsoft packages (advanced), 85 words per minute