

Rachael Riebe

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PROFESSIONAL EXPERIENCE

Referral Liaison, West Region, Virtual Reception and Placement August 2024-February 2025

INTERNATIONAL RESCUE COMMITTEE- HQ, New York (remote)

- Acted as the primary liaison for stakeholders across 13 states, providing consultation and technical assistance on refugee health and employment policy implementation
- Tracked and analyzed referral data to support policy compliance and inform internal reporting, ensuring alignment with federal program guidelines
- Created internal resource guides and external FAQs to standardize communication with stakeholders and service providers
- Delivered presentations to partner organizations and state agencies to clarify program goals, eligibility criteria, and service expectations
- Maintained comprehensive tracking systems to monitor service delivery and facilitate internal updates and reporting

Community Wellness Outreach Specialist

July 2022-July 2024

INTERNATIONAL RESCUE COMMITTEE- Sacramento, CA

- Oversaw the outreach and compliance components of seven grant-funded community wellness projects, ensuring adherence to contract guidelines and organizational objectives
- Tracked project budgets, deliverables, and contract activities; prepared internal and funder reports related to project implementation
- Coordinated community engagement events, presented to community partners, and promoted public access to wellness programs
- Assisted in developing scopes of work and evaluating program performance to enhance strategic planning and reporting

Skills and Workforce Development Policy Intern

July 2021-December 2021

NATIONAL IMMIGRATION FORUM- Washington D.C. (remote)

- Tracked and analyzed federal immigration and workforce development legislation, contributing to the organization's policy advocacy strategy
- Drafted detailed and concise bill summaries and stakeholder updates for public and internal use
- Supported government outreach by coordinating meetings with congressional offices and policy partners and preparing briefing materials and detailed notes
- Developed an interactive resource tool to assist immigrant clients in navigating workforce systems

ESL Instructor

March 2018-March 2022

VIPKID- remote

- Delivered engaging one-on-one English lessons to Chinese students aged 4-12, utilizing effective teaching strategies to enhance language acquisition and maintain student interest within a strict 25-minute timeframe

Language and Cultural Assistant

October 2019-March 2020

COMUNIDAD DE MADRID- Madrid, Spain

- Created engaging materials and presentations to support cultural education and language acquisition
- Provided personalized assistance to students to facilitate language learning and cultural understanding

ESL Instructor

January 2018-December 2018

AMES ENGLISH SCHOOL- Hanoi, Vietnam

- Planned and implemented lessons following school's curriculum, goals, objectives and philosophies
- Established an inclusive learning environment and incorporated diverse learning materials

EDUCATION

MA International Humanitarian Action

September 2020- June 2022

NETWORK ON HUMANITARIAN ACTION (NOHA)- University of Malta, Malta and University of Groningen, the Netherlands

- Dissertation focus: Integration Barriers for Refugees in California (qualitative)
- Specialization in humanitarian analysis and intervention design (H-AID)

BA Global Studies, Minors in Gender Studies and Sustainability

August 2013- May 2017

ARIZONA STATE UNIVERSITY, Tempe, AZ

- Honors cum laude
- Academic Achievement Scholar 2013-2017

VOLUNTEER EXPERIENCE

Resettlement Volunteer

February 2022-June 2022

OPENING DOORS- Sacramento, CA

- Assisted caseworkers in organizing client files and help complete necessary documents for clients
- Collected and organized Welcome Kits from community members for clients

Community Volunteer

November 2018

LOMBOK VOLUNTEER HOMESTAY-Lombok, Indonesia

- Planned and taught interactive English lessons for children ages 3-14

Habitat for Humanity Volunteer

November 2013- May 2017

HABITAT FOR HUMANITY- Tempe, AZ

- Collaborated with a team of college volunteers to support affordable housing initiatives through property demolitions, construction projects, and site preparation.