

Contact

www.linkedin.com/in/tanethans
(LinkedIn)

Top Skills

Microsoft Outlook
News Writing
Headline Writing

Languages

Chinese (Traditional) (Limited Working)
English (Native or Bilingual)

Honors-Awards

Eagle Scout
Academic All-American
Student Scholarship Recipient -
2018 California Economic Summit
Dean's Honor Roll
2019 David L. Adams Apple Award,
Copy Editing Award

Publications

Champion high school debaters critique Clinton, Trump's performance
"Paying" the way for a Better BART Future: A Call for Better Enforcement of Fare Evasion Policies and Strategic Planning at BART
Could lowering California's voting age to 17 equal better voter engagement?

Ethan Tan

Manager of Policy Communications & Research, U.S. Department of Homeland Security
Washington, District of Columbia, United States

Summary

Ethan currently serves in the Biden-Harris Administration in the Office of Public Affairs, U.S. Department of Homeland Security, leading policy communications and research.

He is a proud graduate of the University of San Francisco having graduated with honors with a bachelor's degree in politics and minors in Asian Pacific American Studies, Asian Studies, and Public Service & Community Engagement.

He has experience working at both the federal and local levels of government in various positions dealing with topics such as national security and defense, transportation, technology, and criminal justice.

Outside of politics and government, Ethan was the News Editor of the San Francisco Foghorn, where he managed the paper's flagship section and wrote articles covering campus politics, affairs, and often led special investigative projects.

Experience

U.S. Department of Homeland Security
1 year 5 months

Manager of Policy Communications & Research
July 2023 - Present (3 months)
Washington, District of Columbia, United States

Researcher, Office of Public Affairs
May 2022 - July 2023 (1 year 3 months)
Washington, District of Columbia, United States

Biden-Harris Administration appointee supporting the public affairs needs of the Secretary and Deputy Secretary of Homeland Security and the DHS components as a research analyst and special projects coordinator.

United States Department of Defense

9 months

Senior Legislative Analyst, OSD Legislative Affairs

March 2022 - April 2022 (2 months)

Washington, District of Columbia, United States

Contractor through Decision Technologies, Inc. supporting the OASD(LA),
Strategic Communications Team

Legislative Research Analyst, OSD Legislative Affairs

December 2021 - March 2022 (4 months)

Washington, District of Columbia, United States

Contractor through Decision Technologies, Inc. supporting the OASD(LA),
Strategic Communications Team

Strategic Communications Intern, OSD Legislative Affairs

August 2021 - December 2021 (5 months)

Washington, District of Columbia, United States

Office of the Assistant Secretary of Defense for Legislative Affairs

San Francisco Foghorn

2 years 9 months

News Editor

December 2020 - May 2021 (6 months)

San Francisco Bay Area

Ethan Tan was the Foghorn's News Editor. He covered the University's administration and campus labor unions. In addition to producing investigative stories on campus affairs.

Staff Writer

November 2018 - May 2021 (2 years 7 months)

San Francisco Bay Area

- Write weekly news articles mainly covering University policies and accountability of University institutions
- Interview student leaders and University officials to get answers and information
- Work with editors in order to adhere to strict production and layout deadlines

Chief Copy Editor

December 2018 - December 2020 (2 years 1 month)

San Francisco Bay Area

- Responsible for ensuring all articles in AP Style and are edited for accuracy, clarity, grammar and spelling errors
- Compiled research and data for major investigative stories and projects along with interviewing high-level campus officials
- Work with a team of multiple editors in order to adhere to strict production and layout deadlines

Contributing Writer

September 2018 - November 2018 (3 months)

San Francisco Bay Area

Biden for President

Vetting

August 2020 - November 2020 (4 months)

Philadelphia, Pennsylvania, United States

- Provided support to the vetting team in a high paced environment to perform risk management and investigatory services
- Conducted extensive research and analysis of over 300 volunteers, staff members, celebrity surrogates, audience members, event attendees, vendors, trip plans, etc. to ensure campaign operations conform to strict and vigorous vetting standards
- Used LexisNexis, government databases, social media and open-source intelligence to research individuals, organizations, or vendors that wanted to work or partner with the campaign to mitigate potential risks
- Managed a team of 20+ full-time volunteers, helping achieve 150+ shifts to aid the GOTV effort through rapid marketing
- Managed voicemails for the DNC and Biden Campaign to flag messages for key stakeholders the week prior to the election
- Operated the Election Day hotline for the DNC for any callbacks to the automated call operation and answered voter questions

San Francisco Municipal Transportation Agency (SFMTA)

Autonomous Vehicle Policy Support & Research Intern (Office of Innovation)

August 2019 - August 2020 (1 year 1 month)

San Francisco Bay Area

- Read policy documents and white papers from think tanks and other transportation agencies and record policy recommendations
- Run focus groups with community and industry stakeholders to collect input to be added to a policy framework proposal

- Take notes and assist as necessary for agency briefings by creating PowerPoints and/or notating comments from other stakeholders
- Produce research briefs with a quick turnaround in order to quickly inform and train staff on new topics of interest
- Write memos and internal technical documentation to support the office with intra-agency/citywide communications
- Organize, collect, and audit data from industry and governmental sources to perform relevant analyses for data projects
- Support and coordinate facilitate public and private partnership and collaboration regarding autonomous vehicle policy positions
- Establish and collaborate on written policy drafts and comments prior to submission to state/federal regulatory agencies
- Produce and edit white papers on various topics pertaining to autonomous vehicles for the SFMTA

University of San Francisco

Asian Studies, Social Media Student Assistant

September 2019 - February 2020 (6 months)

San Francisco, CA, United States

- Established the Department's social media pages on Facebook and Instagram
- Created weekly posts to promote Department events and programs
- Maintained the accuracy of information and content on these pages
- Helped plan and execute brand and marketing strategy

U. S. Courts Probation and Pretrial Services

Pretrial Services Intern, Central District of California

May 2019 - August 2019 (4 months)

Greater Los Angeles Area

Generation Citizen

Democracy Coach

January 2019 - May 2019 (5 months)

San Francisco Bay Area

- Work directly with a AP US Government teacher to plan and conduct two weekly lessons on civic engagement and advocacy
- Assist with classroom research on a semester-long advocacy project that engages with the levers of local government
- Work with students on public speaking for the semester-end presentation at "Civics Day" in front of government officials

University of San Francisco

Enrollment Intern, Enrollment & Data Operations - Admissions Office/
Strategic Enrollment Management

August 2018 - May 2019 (10 months)

San Francisco, California

- Scanned applicants' secure and sensitive documents (e.g. transcripts, recommendation letters) for the application process
- Maintained a database of potential/prospective and current applicants with integrity
- Assisted with mailings (e.g. decision letters and packages) and mailers
- Organized and sorted mail for the entire office of admissions

Education

University of San Francisco

Bachelor of Arts - BA, Political Science and Government · (August
2018 - December 2021)

University of California, Berkeley, Goldman School of Public Policy

PPIA Junior Summer Institute, Public Policy Analysis · (2021 - 2021)

Gabrielino High School

High School Diploma · (2014 - 2018)