

Resume used to apply for research assistant with major think tank

NAME
ADDRESS
CONTACT INFO

Education:

The University of Pennsylvania, MA: Arabic and Islamic Studies (May 2009)
Comprehensive Exams: Islamic History and Institutions, History of the Arabic Language, Arabic Literature
Thesis: "The Autobiography of Muḥammad Shukrī: Modern Ṣu'ūlūk"
GPA: 3.92/4.0

The College of William and Mary, BA: History, Government (May 2007)
3.65/4.0 History GPA, 3.3/4.0 Government GPA, 3.44/4.0 Overall GPA
Dean's List (Fall 2006-Spring 2007)

Research Experience:

May 2009- present: *Dr. Pardis Minucheher, University of Pennsylvania, Dept. of Near Eastern Languages and Civilizations*
Teaching Assistant: Initially planned and executed a workshop for teachers of Persian, June 4-7, 2009 at the University of Pennsylvania. Served as the main point of contact between participants, Dr. Minucheher, the administrative business office overseeing the grant, and outside vendors. Oversaw one clerical assistant and delegated tasks related to workshop preparation and implementation. In charge of overseeing financial paperwork related to the summer grant funding the workshop and subsequent curriculum and teaching materials development. Following the workshop, serving as the workshop list-serve's administrator and in charge of distributing information to workshop participants. Also editing a sixteen lesson Persian textbook and developing multi-media material from the text to be used by students online.

September 2007- present: *Dr. Holly Pittman, University of Pennsylvania, Dept. of the History of Art*
Research Assistant: Edited a ninety page bibliography by completing cross-referencing, source checking, library, and internet researching. Digitized volumes of publications, photos, and drawings from Middle Eastern archaeological sites such as Hasanlu in Iran and Al-Hiba in Iraq. Also performed general office tasks when needed.

June 2007- August 2007 *The Jerusalem Fund for Education and Community Development, Palestine Center*
Intern: Conducted research throughout the summer and wrote an information brief regarding the political situation among Israel, Palestine, and the United States. Also, with two other interns, planned and executed the 2007 Summer Intern Lecture Series, "The Future of Arab-Israeli Peace," which included topic selection and speaker invitations along with scheduling, publicity, and other background work. Monitored Arabic and English news services to create a Palestine news timeline. Filled in as receptionist when needed and completed intensive database updates for the organization's list serve.

Additional Work Experience:

Penn Office of International Programs, International Student & Scholar Services: Graduate Orientation Assistant, Aug.-Sept. 2008
William and Mary University Center: Set Crew Team Member, Sept. 2006- May 2007
Williamsburg Hospitality House, 415 Grill Restaurant: Bus-Boy, Oct. 2005- May 2007
William and Mary Conference Services: Conference Assistant, May 2004- Aug. 2004

Leadership Roles:

Student Government of the Graduate School of Arts and Sciences, University of Pennsylvania: Graduate Group Representative for Near Eastern Languages and Civilizations Department (September 2008- May 2009)
Lambda Chi Alpha Fraternity, William and Mary: President (January 2006-December 2006), New Member Educator (January 2007- May 2007), Education Chair (January 2005-December 2005), House Manager (January 2005-May 2005)
William and Mary New Student Orientation: Orientation Aide (Fall 2005)
William and Mary Student Mentor Program: New Student Mentor (Fall 2005 and Fall 2006)

Honors:

2008-2009: Academic year Foreign Language Area Scholarship for Persian covering tuition, fees, and a \$15,000 stipend at Penn
2008: Summer Foreign Language Area Scholarship for Arabic covering summer program tuition and \$2500 stipend
2006: William and Mary Reves Center Critchfield Scholarship for Study in the Middle East, \$1500
Member: Order of Omega Greek Honors Fraternity, Phi Alpha Theta History Honors Fraternity

International Experience:

Languages

Arabic, Modern Standard: non-native advanced reading, speaking, and writing, with some experience in Iraqi and Egyptian dialects, limited experience with Levantine and Moroccan dialects (5 years of formal study)
Persian: upper intermediate reading, speaking, and writing (2 years of formal study)
French: reading and basic conversational (1 year of formal study, passed departmental reading exam at Penn, spring 2009)

Overseas Study

Morocco: Summer 2008, American Language Institute in Fez Intensive Summer Arabic Program, Advanced Arabic (6 weeks of language study)
Lebanon: Summer 2006, Center for Arabic and Middle Eastern Studies at the American University of Beirut, Intensive Arabic Language Program: Intermediate Arabic (2.5 weeks, program terminated due to summer 2006 war and evacuation)