

Language Student

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SUMMARY OF QUALIFICATIONS

Proficient in Modern Standard Arabic with experience translating, researching, and analyzing material in multiple formats including hand written, hard and electronic typed documents, and multimedia such as audio and video. Relevant foreign study experience, excellent oral and written communications, and strong research, critical thinking, and interpersonal skills.

EDUCATION

M.A., Middle Eastern Studies	University of Virginia, Charlottesville, VA	December 2013
• XXXX Fellowship • Study Abroad Program, Jordan		
B.A., Global Studies	University of Tennessee, TN	August 2011
• College of Liberal Arts Academic Dean's List, <i>Fall 2010 and Spring 2011</i>		

PROFESSIONAL LANGUAGE TRAINING

Study Abroad Arabic Language Program	Yarmouk University, Irbid, Jordan	August 2013
8-week Intensive Arabic Immersion Program	University of Wisconsin, Madison, WI	August 2011

LANGUAGES AND RESEARCH EXPERIENCE

Graduate Research	University of Virginia, Charlottesville, VA	August 2013 - present
Focusing master's thesis on internal dynamics, particularly political and social, within Syria. This includes reaching and defending conclusions, conveying complex information to a variety of audiences, extracting relevant material from large bodies of data, breaking down and interpreting complex content, applying cultural sensitivity to relevant subjects, and analyzing authentic Syrian newspapers in Arabic.		

Undergraduate Research Assistant	Minnesota Population Center (U of M), Minneapolis, MN	June 2010 – May 2011
Managed a project creating accurate bibliographical records identifying proper cataloging data for titles in languages such as Arabic, Spanish, German, Malay, and Chinese, among others, and fully engaged with projects from inception to completion. Researched and gathered information, and also assisted staff with various administrative duties when necessary.		

Senior Collections Assistant	Immigration History Research Center (U of M), Minneapolis, MN	November 2008 – May 2010
Processed and organized print materials in more than two-dozen languages, including Arabic, and assisted with a number of projects verifying catalog data for microfilm holdings. Other duties included updating, maintaining, and conducting research for collections and bibliographical databases, and submitting monthly progress reports.		

PROJECT MANAGEMENT AND ADMINISTRATION EXPERIENCE

Graduate Student Assistant	University of Virginia, Charlottesville, VA	August 2012 - present
Assist professors in the Middle Eastern Studies department with daily tasks, and serve as first point of reference for students, staff, and the public. Gained experience dealing with complex personalities, navigating bureaucracy, and evaluating group dynamics.		

Fellowship Programs Intern	Human Rights Center (U of M), Minneapolis, MN	February – May 2011
Provided support with the application intake, selection, and awarding of prestigious human rights fellowships. Regularly coordinated events for approximately 25-50 people at a time, and also created spreadsheets and efficiently input data, took detailed and concise notes during meetings, and thoroughly proofread complex documents.		

SERVICE

Prairie's Edge Humane Society	Faribault, MN	January – July 2012
Worked with public to help secure successful adoptions, and cared for and helped train shelter animals. Arabic Conversation Club member • SPCA Volunteer Dog Walker		

LANGUAGE SKILLS

Arabic (MSA): General Professional Proficiency

Spanish: Advanced Professional Proficiency

German: Limited Working Proficiency