

Name

Permanent: 000 Happy Cove Lane • Charlotte, NC 28216 • 000.000.0000

Current: Gezira al Wosta, Zamalek • Cairo, Egypt • unknown@gmail.com

EDUCATION

University of South Carolina (USC), Columbia, SC

Bachelor of Arts in International Studies, French minor, expected December 2007

- South Carolina Honors College; Cumulative GPA: 3.944
- Possess fluency in French, proficiency in German, and basic instruction in Arabic.

RELATED EXPERIENCE

The U.S. Department of State

5/06 to 8/06

The American Consulate in Marseille, France

- Served in the American Citizen Services office processing passport and birth report requests, as well as responding to the needs of American citizens living in France.
- Analyzed and reported on the current state of affairs, economy, and relations in Marseille for the US Embassy in Paris and related offices in Washington, D.C.
- Attended multiple lectures and events on behalf of the United States Consulate in Marseille.

The Aspen Institute

2/06 to 4/06

Brent Scowcroft Award Fellow with the Aspen Strategy Group

- Assisted with planning and coordination of strategic foreign policy dialogues focused on US-Russia relations leading up to the G-8 Summit in St. Petersburg
- Researched and developed part of a series of grant proposals for the organizations upcoming workshops on US-India relations

Washington Semester Program

1/06 to 4/06

Participant for Spring Semester in Washington, D.C.

- Selected to participate in a semester-long program consisting of a full-time internship (above) as well as courses in Current Events, Theater and Community Contrasts each week

USC Student Government

3/03 to 1/06

Arts & Sciences Senator; President ProTempore of the Senate (05), Chairman, Senate Academics Committee (04), Freshman Council (03)

- Represented the views of students in the College of Arts & Sciences, passing relevant legislation to enhance the overall undergraduate experience
- Set the agenda and oversaw the activities of the Rules and Academics Committees

USC University Ambassadors / USC Visitor Center

10/03 to present

Tour Guide and Office Volunteer

- Introduce prospective students and visitors to the University campus
- Provide answers to Visitor Center inquiries through telephone and e-mail correspondence
- Schedule appointments for visitors with various university faculty and staff
- Captain for Athletic Recruitment, training other Ambassadors for recruitment activities within NCAA regulations

HONORS & UPCOMING EXPERIENCE

Rotary Ambassadorial Scholarship, awarded August 2005 for Arabic language study at the American University in Cairo in Cairo, Egypt. Study period: January to May, 2007

Phi Beta Kappa Honor Society, 2006-present

USC McKissick Scholarship, 2003-present

National Healthy Communities*Healthy Youth Conference speaker, 2003, 2004, 2005

Girl Scout Gold Award, 2003

Howard County Asset Ambassador, May 2003

“Modeen Award” created by the Long Reach High School Ice Hockey team to honor leadership and dedication, April 2002

Name

ADDITIONAL EXPERIENCE	University 101 Peer Leader <i>Co-instructor for Freshman class at the University of South Carolina</i> <ul style="list-style-type: none">Plan and execute lesson plans, lead class discussions	Fall 2005
	USC Institute for Southern Studies <i>Office Assistant</i> <ul style="list-style-type: none">Serve as part-time receptionist, researcher, and librarian for the faculty and staff at USC's Institute for Southern Studies.	8/05 to present
	USC University Committee on Academic Responsibility <i>Student Member</i> <ul style="list-style-type: none">Represent the Student Body on a joint faculty-student committee regarding Academic Responsibility on campus.	8/05 to 12/05
	USC Preston Hall Government <i>Moderator (04-05), Senator (03-04), Residence Hall Association Member (03-04)</i> <ul style="list-style-type: none">Moderated meetings, oversee government elections and budget allocationsServed as Senator to Residence Hall Association, liaison between RHA and Preston Government	9/03 to 5/05
	USC Governor West Forum at Preston College <i>Co-Chair of West Forum (03), Chairman of West Forum (04)</i> <ul style="list-style-type: none">Participate in planning seminars focused on inviting guests to speak to the University community on civic engagement, three forums per semester	9/03 to 1/05
	USC PoliFest <i>Co-Chair for PoliFest 2004, Volunteer for PoliFest 2003</i> <ul style="list-style-type: none">Plan and organize the event structure and activities for PoliFest, an on-campus event involving multiple student and community organizations which encourage civic engagement by students	1/04 to 1/05
	EVI Technology, LLC <i>Accounts Payable Clerk and Receptionist, Columbia, MD</i> <ul style="list-style-type: none">Processed invoices for payment, matched invoices with checks, filed paid invoices, researched vendor discrepancies (Spring 02, April-July 03), and answered all incoming calls (Summer 01)	Seasonal Work 01-03