

# Jordan Highlander

951-827-1234 | jhighXXX@ucr.edu | www.linkedin.com/in/name

## EDUCATION

University of California, Riverside (UCR) Riverside, CA

June 2021

**Bachelor of Arts in Political Science/International Affairs**

Riverside City College, Riverside, CA

May 2019

**Associate of Arts in Political Science**

## RESEARCH EXPERIENCE

UCR Department of Political Science, Riverside, CA

January 2020 – Present

### **Research Assistant**

- Researched various global environmental funds and how the Japanese government made contributions to those funds.
- Analyzed data regarding contributions, gender equality, and impact of climate change to identify correlations.
- Communicated project progress and important findings with supervisor and research group on a monthly basis.
- Developed deep understanding of material in order to provide accurate and objective analysis.

## INTERNATIONAL EXPERIENCE

Intercultural Communication Center, Tokyo, Japan

October 2018 – November 2018

### **Language Event Supporter**

- Promoted engagement with 10 nonnative speakers in English and Chinese every week, using activities to facilitate conversations and to share cross-cultural relations with people from the international community.
- Adopted different methodologies to accommodate different learning styles and cultural norms.

## LEADERSHIP EXPERIENCE

International Student Committee, Associated Students of UCR, Riverside, CA

January 2020

– June 2020

### **Committee Chair**

- Organized monthly virtual meetings for the campus community to discuss how to expand networks of dialogue and establish meaningful cross-cultural relationships.
- Collaborated with leaders of campus organizations and heads of various campus departments to find ways to advocate and represent international students at UCR.

## WORK EXPERIENCE

UCR Career Center, Riverside, CA

September 2019 – June 2020

### **Finance and Administrative Student Assistant**

- Managed and released weekly newsletter of upcoming events and workshops to over 25,000 students.
- Processed purchases of office materials and kept records of invoices, payments, and receipts.
- Assisted students with scheduling appointments with their Career Specialist or directing them to events.
- Maintained confidentiality related to FERPA regarding student information and interactions at the Career Center.

## SKILLS

Languages: Bilingual in Mandarin

Computer: Microsoft Office Suite