

Jillian Osprey

1600 West Bank Drive, Peterborough, ON K0M 1S0, (519) 661-2111, name@trentu.ca

SUMMARY OF QUALIFICATIONS

- Trained researcher with over seven years of academic and industry experience
 - Exceptional written and oral communication skills applied across various styles, topics, and target audiences.
 - Proven creative and critical thinker, skilled in both abstract and detail-oriented work
 - Exceptional organizational and management skills developed through diverse vocations.
 - Highly adaptive to changing work environments, priorities, and tasks
 - Successful project manager with experience in projects ranging in duration, content, and setting
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EDUCATION

Doctor of Cultural Studies, Cultural Studies September 2019-Present
Trent University, Peterborough, ON

- Focus: US foreign policy, international relations, presidential decision-making
- Relevant Courses: Scope and Methods, Quantitative Research

Master of Arts, Political Studies October 2019
Queen's University, Kingston, ON

- Focus: US foreign policy, international relations, political theory
- Demonstrated research, organization, and communication skills resulting in the successful completion of master's thesis

Bachelor of Arts, Honors Specialization in Political Science June 20XX
The University of Western Ontario, London, ON

- Accepted for the competitive International Exchange Program, studying for a semester at the University of Hong Kong
 - Official representative of the Kingdom of Denmark in simulated treaty negotiations and policy formulation at Model NATO in Ottawa, ON
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RESEARCH EXPERIENCE

Ph.D. Candidate September 2019-Present
Trent University, Peterborough, ON

- Developed organizing principles to sort and evaluate data for three significant fields of study, resulting in the successful completion of comprehensive examinations.
- Proven research, analysis, and communication skills demonstrated through dissertation proposal acceptance.
- Independently planned, designed, and managed research projects for doctoral dissertation.
- Applied both quantitative and qualitative research methods in the evaluation of various data, including government policies, political speeches, and congressional voting records
- Utilized JSTOR, LexisNexis, ProQuest, and other electronic databases to identify and evaluate relevant literature and studies for research projects¹

- Primary Research Assistant** 21XX -21XX
 Project SAILS (Standardized Assessment of Information Literacy Skills)
Queens University, Kingston, ON
- Successfully coordinated and administered SAILS assessment for hundreds of undergraduate students reaching the ideal sample size for the study.
 - Advised lead researcher on appropriate manipulation of datasets

INTERPERSONAL AND TEACHING EXPERIENCE

- Professor** February 21XX -Present
 Department of Cultural Studies
Trent University, Peterborough, ON
- Recognized in the Dean’s Honor Roll of Teaching Excellence for creative and innovative lectures for three consecutive years
 - Successfully created & implemented undergraduate course curriculum on American Government and Politics.
 - Applied organizational and leadership skills to maintain Ph.D. responsibilities while also managing a 50-student classroom
 - Provided evaluation of student work, tutorials, and office hours

- Teaching Assistant** 21XX -21XX
 Department of Political Science
Queens University, Peterborough, ON
- Planned and directed over 120 tutorial sessions for hundreds of undergraduate students
 - Provided written assessments of essays, presentations, and assignments in a constructive & timely manner
 - Designed and implemented an interactive approach to explaining abstract theoretical concepts receiving two Graduate Student Teaching Award nominations as a result

- Teaching Assistant** 21XX -21XX
Department of Political Studies Queen’s University, Kingston, ON
- Planned and directed weekly tutorial sessions for 20 undergraduate students
 - Applied grading rubric for written assessments of essays, examinations, and other assignments

COMMUNICATIONS EXPERIENCE

- Editor, American Section** 21XX -21XX
 The Social Contract
The University of Western Ontario, London, ON
- Provided correction, organization, and other modifications producing more consistent and accurate works

- Internship** 21XX -21XX
 Center for Future Security Strategies
The Hudson Institute, Washington, DC/Kingston, ON
- Synthesized various news publications relating to current global events in concise, written analyses for different target audiences

Copy Editor 21XX -21XX

Kwabiyela Village Relief Project, Toronto, ON

- Improved formatting, style, and accuracy of grant applications while preserving the original message

Customer Service Representative 21XX -21XX

Parts Department

Chrysler Dodge Jeep Trucks Ltd, Peterborough, ON

- Promoted for exceptional listening and oral communication skills in meeting customer needs, including accurate product identification

Speaker 21XX -21XX

International Studies Exchange Program

The University of Western Ontario, London, ON

- Prepared and delivered inspirational presentations on many personal and professional benefits of studying abroad to over 50 students
- Answered questions about my experiences in a comfortable and informative manner

PROBLEM-SOLVING EXPERIENCE

Journal Administrator 21XX -21XX

Centre for Transitional Justice and Post-Conflict Reconstruction

The University of Western Ontario, London, ON

- Independently learned and mastered the workings of an entire journal management and publishing system, facilitating the on-schedule launch of two online academic journals: Transitional Justice Review and Undergraduate Transitional Justice Review.
- Tested for and solved a variety of technical problems relating to the maintenance and functioning of two online academic journals, including server, database, and user issues

IT, A/V Support October 21XX

Africa Institute

Trent University, Peterborough, ON

- Setup & managed audio-visual systems for a full-day conference with multiple speakers and over 75 attendees
- Tested for and resolved problems related to sound, visuals, and computer interfacing

AWARDS AND ACCOMPLISHMENTS

- Received Israel Young Scholars Fellowship of \$5,000 for high academic standing. (21XX -21XX)
 - Awarded Western Graduate Research Scholarship of \$32,000 for high academic standing (21XX -21XX)
 - Awarded Queen's Entrance Scholarship of \$3,000 for high academic standing (21XX)
 - Recognized in the Dean's Honor List for high academic standing. (21XX -21XX)
 - Awarded Western Scholarship for Distinction of \$1,000 for high academic standing (21XX)
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INTERESTS

- Tennis, graphic design, chess, politics, flatwater sprint kayak/canoe, technology and culture, music