

Jordan Highlander

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EDUCATION

University of California, Riverside (UCR) Riverside, CA

June 2024

Bachelor of Arts in Political Science/International Affairs

Riverside City College, Riverside, CA

May 2022

Associate of Arts in Political Science

RESEARCH EXPERIENCE

UCR Department of Political Science, Riverside, CA

January 2023 – Present

Research Assistant

- Collaborate with three fellow research assistants to collect qualitative and quantitative data from a variety of databases as well as published articles and interviews.
- Research global environmental funds to identify correlations between federal government contributions and outcomes including gender equality and displacement due to climate change.
- Present progress, findings, and challenges to supervisor and research group on a monthly basis.

INTERNATIONAL EXPERIENCE

Intercultural Communication Center, Tokyo, Japan

October 2022 – November 2022

Language Event Supporter

- Facilitated weekly conversations with 10 nonnative speakers in English and Chinese to develop cross-cultural relationships 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 2023 – June 2023

Committee Chair

- Consulted with and represented the UCR international student community to ensure their inclusion and participation in campus-wide activities.
- 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 20+ cultural student organizations and campus departments to advocate on behalf of international students at UCR.

WORK EXPERIENCE

UCR Career Center, Riverside, CA

September 2022 – June 2023

Finance and Administrative Student Assistant

- Scheduled 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 English and Mandarin Chinese

Computer: Microsoft Office Suite