

Jordan Highlander

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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 English and Mandarin Chinese
Computer: Microsoft Office Suite