Zahra (Mona) Ghassemi

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TECHNICAL SKILLS

Human Languages (spoken and written):

- English (fluent)
- French (advanced)
- Farsi/Persian (fluent)

Word Processing/Typesetting:

- Microsoft/Open Office
- Google Drive
- LaTeX

Operating Systems:

- Mac OS X
- Windows
- Ubuntu (Linux)

Other Languages:

- Java
- Python
- JavaScript
- ProcessingJS
- SQL (MySQL)
- HTML/CSS

WRITING AND EDITING EXPERIENCE:

Private Editor
Montreal, QC   2006-present
- Edited letters of intent, academic essays, and articles for content, grammar, and style.

Note-Taker
Concordia University Access Centre for Students With Disabilities (Montreal, QC)   2017-present
McGill University Office for Students with Disabilities)   2015
- Wrote and illustrated clean class notes and sent to students in timely fashion.
- Communicated with students to ensure their needs were being met.

Editor: *Stories from Montreal* Student Journal
SASU, Concordia University (Montreal, QC)   2017-2018
- Edited writer's contribution and provided several rounds of feedback.
- Attended team meetings regarding the progress of the journal.

Data Analyst/Programmer
Lechowicz Lab, McGill University (Montreal, QC)   2014
- Translated code for an ecological simulation from Delphi (Pascal) to Python.
- Streamlined code and added comments to improve reusability.

Translator (Farsi to English)
Smart Solution Systems, Inc. (Montreal, QC)   2013
- Translated a 650-page catalogue of technical and educational supplies.

Language Officer: Model United Nations, Vanier College (Montreal, QC)   2008-2009
- Edited delegates' position papers in preparation for McMUN competition.
- Attended club meetings and debriefings.
- Represented VMUN during Vanier clubs' day and to the student council.

Yearbook Co-editor
Westmount High School (Montreal, QC)   2005-2006
- Coordinated meetings, brainstormed, assigned tasks, and mediated agreement on major decisions.
- Designed page layouts, created original backgrounds, and scanned images.
- Edited Student work and write-ups.

LEADERSHIP AND MANAGEMENT EXPERIENCE:

Reading Club Organizer and Discussion Lead
#BecauseWeveRead Montreal (Montreal, QC) and JooJoo Azad   2018-present
- Hosted monthly local events centred on the book of the month.
- Promoted events through social media and intentional outreach to POC/immigrant communities.
- Coordinated outreach to local bookstores and other potential partners.
- Applied for and received funding from community organizations.
- Communicated with an international team.

Teaching Assistant
Concordia University. Introduction to Sociocultural Anthropology, (Montreal, QC)   2016-2017
McGill University, Introduction to Computing (Montreal, QC)   2010-2012
- Graded writing assignments, term paper and final exam, or Java programming assignments
- Created new questions for quizzes and assignments and/or gave feedback to instructor
- Responded to student questions via e-mail, online discussion board, and during office hours
- Troubleshooted technical and course-related issues.
- Taught and reviewed core course concepts with students during interactive tutorials.

EDUCATION, AWARDS AND HONOURS

Master of Arts: Social and Cultural Anthropology
Concordia University (Montreal, QC)   2015-2017
- 3.94 Cumulative GPA
- Thesis: *Reproducing The Virginity Imperative: Women's Collusion and Men's Complicity Among Young Iranians Living in Montreal*
- Concordia Conference and Exposition Award (2017)
- Carrie Boucock Memorial Award (Department of Sociology and Anthropology: 2017)

Bachelor of Science: Computer Science and Biology
McGill University (Montreal, QC)   2009-2014

EXTRA-CURRICULAR ACTIVITIES:

- Member of Reading Group (Anthropology of Iran) with Dr. Setrag Manoukian   2014-present
- Participant in Game-Curious Workshop Series and Game Jam   Winter 2018
- Soccer Goalie (Montreal Muslim Women's Soccer League)   2011-2013
- Kung Fu (Montreal Fang Shen Do School)   2006-2008