

WEBAZA NICHOLAS

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EDUCATION

University of California, Davis

Bachelor of Arts, Political Science / GPA: 3.93 / June 2023

- Certificate of Academic Excellence in Political Science

Berkeley City College

Associate of Arts, Political Science and Government / May 2021

- Academic Honors 2019-2021

EXPERIENCE

Political Science Department, University of California, Davis

Undergraduate Research Assistant / May 2022 - May 2023

- Collected and analyzed data from countries worldwide to identify incidents of election violence that meet criteria defined by ACLED (Armed Conflict Location & Event Data Project).
- Assembled data on qualifying incidents for statistical analysis and eventual inclusion in educational materials; software included *R Studio* as well as *PowerPoint*, *Word*, and *Excel*.
- Determined how best to use pertinent data that did not meet ACLED's definition of election violence.
- Reached out to departmental professors to determine if the data being provided met their needs and to identify useful modifications.
- Advised faculty director on allocating hours to team members to ensure that projects were completed on time and within budget.
- Trained and managed new research assistants in the use of coding programs and processes for recording and assembling data for statistical analysis.
- Conducted literature reviews.
- Served lead role in assigning cases to members of the research team.

Innocence Project Uganda

Legal Research Assistant / March 2021 - present

- Assist attorneys representing wrongfully imprisoned people in Uganda.
- Conduct interviews to create victim intake statements.
- Review active cases continuously to develop strategies for addressing the cases in court.
- Assess risks reported by released victims and convey degree of urgency to attorneys.
- Write, edit, transcribe, proofread, and file documents; take meeting notes.

Vice President's Office, Berkeley City College

Administrative Assistant / December 2019 - February 2023

- Entered data in multiple databases for use by departmental, college, and district administrators. Organized document management systems by coordinating, archiving, and purging files.
- Coordinated communication with people in the departments needing help; assessed urgency, scheduled appointments, and recommended ways for the vice president to meet her primary obligations while ensuring adequate access for faculty, staff, and students.
- Took minutes for meetings involving the Vice President's Office and various community stakeholders; ensured accuracy and maintained confidentiality. Facilitated the vice president's correspondence.
- Analyzed and reported on operational activities; evaluated current and proposed services.
- Handled purchasing/payments, reconciled accounts, resolved accounts payable issues.

Bank of America, Morgantown, West Virginia

Customer Service Representative / June 2017 - January 2018

- Fielded client queries and complaints, fast-tracking them for resolution.
- Deescalated contentious situations involving credit card clients and vendors.
- Helped research complex financial discrepancies.

1951 Coffee Company, Berkeley, California

Assistant Operations Manager / November 2016 – May 2017

- Advised directors of this café—which exists to employ refugees—on effective tactics for recruiting and retaining employees.
- Identified new employees fluent in English who could serve in public-facing roles and help non-English speakers during their transition; facilitated the training of new baristas.
- Coached refugees in dealing effectively with customers, taking into account their personal traumas and U.S. expectations of professional service.
- Recommended ideas for expanding the enterprise to employ more refugees; provided useful insights for establishing three new refugee-staffed cafes in the Bay Area.

Eastern Uganda Youth Empowerment Initiative, Jinja, Uganda

Founder / 2008

- Created a program that provided technical and entrepreneurial training to more than 90 unemployed youth.
- Originated the concept, recruited leaders, drafted a proposal, approached several embassies, and secured a commitment of funding and substantive support from the Danish embassy.

SPECIAL STRENGTHS

- High initiative, problem-solving ability, and perseverance
- Critical thinking and analysis
- Adaptability in challenging circumstances
- Active listening; clear and respectful communication style
- Reliability and punctuality
- Broad knowledge of U.S. and world events
- Strong ethical grounding