

Allison Lindsey Faris

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EDUCATION

New York University: New York, NY

MA, European Culture and Society

Sept. 2010 – Jan. 2012

Université de Poitiers: Poitiers, France

Direct Exchange Program

Sept. 2007 - June 2008

Portland State University: Portland, OR

B.A. French, B.A. English

Sept. 2005 - June 2010

EMPLOYMENT

Oregon Health and Sciences University: Portland, OR

Administrative Assistant, Department of Family Medicine

•Roger D. Garvin M.D., Program Director, 503-494-3667

I provide administrative support to the residency program and act as the program director's personal assistant.

Feb. 2012 – Present

Oregon Health and Sciences University: Portland, OR

Office Specialist, Department of Surgery

•Sally Rodgers, Executive Director, Surgery, 503-494-4939

Worked closely with Residency coordinators, assisting administratively in various areas: entering data, running schedules and evaluations, scanning numerous confidential documents, organizing filing systems, collating, copying, creating Powerpoints and Excel spreadsheets. Redesigned the January 2012 "Surgical Log" newsletter.

Oct. 2011 – Feb. 2012

New York University: New York, NY

Editor, Center for European & Mediterranean Studies Newsletter

•Jennifer Denbo, Assistant Director, CEMS, 212-998-3838

Edited the monthly CEMS newsletter using Adobe InDesign software for page design, attended relevant events and wrote subsequent articles.

Sept. 2010 – May 2011

Portland State University: Portland, OR

Peer Mentor, University Studies Department

•Deb Arthur J.D., Associate Professor of University Studies, 971-244-2540

Led three 50-minute mentor sessions twice weekly wherein I facilitated the academic development of my Freshman students as part of the Freshman Inquiry class, "Race and Social Justice."

Sept. 2009 – June 2010

Portland State University: Portland, OR

Switchboard Operator, Networking & Telecom Services

•Michelle Charbonneau, Network System Manager, 503-725-6202

Transferred calls, performed conferences and problem-solved rapidly for callers. Performed other menial office tasks.

Jan. 2009 – Aug. 2010

PUBLICATIONS & HONORS

•Faris, A.L. and Muir, M.F., eds. CEMS Newsletter, October 2010. Publ. CEMS, NYU and European Institute, Columbia. <http://cems.as.nyu.edu/docs/CP/1041/October2010newsletter.pdf>. 5 Oct 2010.

•Winner, Best Foreign Language Paper, NW Undergraduate Conference on Literature, 20 March 2010. Submission Title: "Le pouvoir féminin dans « L'Oranger et l'abeille » de Mme d'Aulnoy."

•Workshop Leader, 25th Annual Oregon Writing Festival, 2 May 2009. Workshop Title: "Writing the Modern Sonnet." Contact: Jay Rishel, 503-349-5640.