

## HERA R

GEOGRAPHY: Mid-Atlantic, Northern California and Bay Area, Southern California  
INDUSTRY: [Consulting/Management](#), [Government/Public Policy](#), [International Relations](#),  
[Law](#), [Public Relations](#)

### Education

**Scripps College, Claremont, CA**

Bachelor of Arts in Politics and International Relations

**August 2011- Present**

Expected May 2015

**American University, Washington, DC**

Washington Semester- American Politics Seminar

**Fall 2013**

### Work Experience

**Denison Library- Scripps College, Claremont, CA**

**August 2011- Present**

- Work as a student library assistant, coordinating activities at the front desk.
- Provide customer service to students, staff, faculty, and visitors by answering questions and retrieving and checking-out materials using the online check-out system.

Handled and worked with rare and artist books.

**University of Southern California, Gould School of Law, Los Angeles, CA**

**May 2014 - August 2014**

*Research Assistant*

- Conducted research under Professor Edwin Smith at the USC Law Library.
- Researched the topic of Responsibility to Protect.
- Wrote memos, read assigned materials, and attended weekly meetings.

**Woodrow Wilson Center for International Scholars- Washington, DC**

**September 2013- December 2013**

*Research Assistant*

- Performed research under Dr. Philippa Strum.
- Edited written work for Dr. Strum.
- Researched at the Library of Congress and National Archives for court case *Whitney v. California*.

**Los Angeles Superior Court- Pomona, CA**

**July 2013- August 2013**

- Volunteered with the Pomona Courthouse in the Juvenile Delinquency and Criminal departments.
- Worked with clerks and assisted with pulling and reorganizing files, making copies of requested case file documents, and pulling calendars.

**Dept. of Homeland Security, ICE- Los Angeles, CA**

*Student Volunteer, Summer Volunteer*

**July 2009 - August 2013**

*Student Temporary Employment Program (STEP) Employee*

**June 2010- August 2010**

- Assisted in auditing immigration files in the department's database.
- Worked with attorneys and legal assistants to retrieve files and deliver documents.
- Took part in the set-up and organization of additional office space.

### Awards and Recognitions

- Recipient of the Mignon Pease '65 Memorial Scholarship.

**December 2014**

### Leadership Activities

**Member, Arabic Club- Claremont Colleges**

**September 2011- Present**

**Overnight Host, Admissions Ambassadors Team, Scripps College**

**September 2011- Present**

**Peer Mentor- Scripps College, Claremont, CA**

**August 2012- May 2013**

- Aided in preparation and activities for the orientation of the class of 2016.
- Created a supportive community within the dorm and college.
- Offered general and emotional support for first-year students.
- Organized dorm events emphasized on fostering community.

**Teen Advisory Board- Glendora Public Library, Glendora, CA**

**September 2007-June 2011**

- Planned year-long library events geared towards teens and summer reading club activities.
- Was in charge of hosting summer reading club activities, including arts and crafts for young children.

### Skills

**Proficient in Microsoft Office (Word, PowerPoint, Excel) and Social Media (Facebook, Twitter, Tumblr)**

**Intermediate Arabic and Urdu Language Skills**