

# Valerie J. Ward

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## **EDUCATION**

### **Northeastern University**

Bachelor of Arts in International Affairs

Bachelor of Arts in French

Minors in Political Science and Sociology

3.5 GPA, Dean's Scholarship Award, Magna Cum Laude

Boston, MA

May 2013

## **EXPERIENCE**

### **Geneva Centre for Security Policy (GCSP)**

*Research Intern*

Geneva, Switzerland

July-December 2012

- Copy-edited documents (papers, book chapters, book reviews, and policy memos).
- Researched various topics and issues depending on the projects and needs of faculty members.
- Made arrangements and prepared for the monthly research seminar.
- Took notes on various workshops, courses, and discussions.
- Assisted with the organization of major events (including the events mentioned below).
- Attended various talks, presentations, and public discussions on issues of diplomacy, disarmament, peacebuilding/peacekeeping, and security. (10<sup>th</sup> International Security Forum (Geneva, April 2013); VIP luncheon for UN personnel (Geneva, December 2012); the first Annual GCSP Alumni Award Ceremony (Geneva, November 2012)).
- Completed miscellaneous tasks/assignments as requested by faculty members.

### **International Institute of Boston**

*Workforce Development Intern*

Boston, MA

July 2011-April 2012;

January-March 2013

- Assisted non-native speakers of English enter the workforce.
- Created and revised resumes and cover letters.
- Completed paper and on-line applications.
- Prepared clients for interviews and accompanied clients to interviews and job fairs.
- Maintained accurate records and regularly communicated with staff regarding status on job search.
- Worked on extraneous projects with testing materials for our English for Employment classes.
- Managed Evening Program; clients take evening English classes and simultaneously work during the day.

*Intake & Resource Clinic Intern*

September 2011-April 2012

- Provided intake assessments to clients and evaluated individual situations.
- Applied for food stamps and public housing.
- Assisted with housing search and gave referrals.
- Accompanied clients to state welfare offices.
- Completed reporting paperwork and database entry.
- Maintained professional relationships with a diverse clientele.

### **Saint-Germain de Charonne**

*Teacher's Assistant*

Paris, France

September-December 2010

- Taught English to French high school students.
- Created fun activities for students to help enforce new material.
- Supplemented teachers' coursework with independent lesson plans.

## **SKILLS**

Microsoft Word, PowerPoint, Excel & SPSS

French (Proficient), Spanish (conversational)