**Valerie J. Ward**

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513-404-1958

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**EDUCATION**

**Northeastern University** Boston, MA

Bachelor of Arts in International Affairs May 2013

Bachelor of Arts in French

Minors in Political Science and Sociology

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

**EXPERIENCE**

**Geneva Centre for Security Policy (GCSP)** Geneva, Switzerland

*Research Intern* 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. (10th 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**Boston, MA

*Workforce Development Intern* July 2011-April 2012;

* Assisted non-native speakers of English enter the workforce. January-March 2013
* 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** Paris, France

*Teacher’s Assistant* 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)