

# CHRISTIANA MOORE

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## EDUCATION

**University of California, San Diego** • La Jolla, CA 2015-2019  
Bachelor of Arts, Political Science: International Relations & History, with High Distinction, *cum laude*

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## PROFESSIONAL EXPERIENCE

**Research Assistant** – Center for Peace & Security Studies Summer 2019  
La Jolla, CA

- Conducted concise literature reviews of existing political science scholarship; wrote summaries of findings.
- Developed procedure for OCR (optical character recognition) of photos in R; extracted strings and transformed output into analysis-ready data frames.
- Created guide for lab reference regarding OCR in R Markdown.
- Wrote R functions to automate the creation of custom cross-sectional and time-series tables from large database.

**Alumni Events Assistant** – University of California, San Diego Fall 2016 - Summer 2019  
La Jolla, CA

- Instructed department on usage of pivot table and VLOOKUP functions in Microsoft Excel; streamlined data visualization and management processes through automated functions.
- Scheduled meetings for university officials through Microsoft Outlook; booked venues for events.
- Designed promotional event material through mail merge function in Microsoft Word; aided in development of standard operating procedures for event promotion documents.

**Legal Department Intern** – General Atomics & Affiliated Companies Fall 2017 - Winter 2018  
La Jolla, CA

- Assisted with drafting and editing of contracts, foreign visa paperwork, and acquisition documents.
- Worked with confidential government documents; maintained confidentiality of sensitive information.
- Executed detailed reorganization of legal files; provided general administrative support to in-house legal department.

**Legal Intern** – The Law Office of James F. Watts Summer 2017 - Fall 2017  
San Diego, CA

- Drafted wills, trusts, probate documents, and property deeds in preparation for client meetings.
- Scheduled appointments and follow-ups with all estate clients; assisted with general management of phone lines.

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## EXTRACURRICULAR ACTIVITIES

**National Vice-President** – Sigma Omicron Pi, Inc. 2019  
Berkeley, CA

- Directly oversaw and managed team of twenty chapter leaders from across the United States.
- Led national campaign for mental health awareness among Asian-American women.

**President** – UC San Diego Multicultural Greek Council 2018  
La Jolla, CA

- Managed and led 15+ chapters of Armenian, Asian, Latinx, and LGBTQ+ cultural-based Greek organizations and a 10 member Executive Board.

**Writing Peer Tutor** – UC San Diego Making of the Modern World Program 2018  
La Jolla, CA

- Invited to tutor first-year students based on high academic performance in college writing program.
- Edited students' drafts of final term research papers; provided feedback regarding diction, grammar, and syntax.

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## HONORS & AWARDS

- **Center for Peace & Security Studies**, Invited Alumna Presenter
- **Undergraduate Research Conference**, Student Presenter
- **UC San Diego Greek Life**, Scholastic Achievement Award
- **Political Science Departmental Honors Program**, High Honors for Undergraduate Thesis
- **Pi Sigma Alpha (Political Science Honors Society)**, Member
- **UC San Diego**, Provost Honors Recipient

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## TECHNICAL SKILLS

- **Languages & Software:** R, R Markdown, R Sweave, L<sup>A</sup>T<sub>E</sub>X, SPSS, Git, Qualtrics, HTML, Microsoft Office.