

Peter Peterson

134 Rightward Way
Portland, USA-04019

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Peter Peterson
134 Rightward Way
Portland, 04019
United States

January 9, 2019

Carol Corporate

Head of human resources
Evil Corp.
1 Copernoll Hollow Dr.
Bosstown, WI 53581
USA

Dear Ms. Corporate:

The quick brown fox jumps over the lazy dog. Jackdaws love my big Sphinx of Quartz. Pack my box with five dozen liquor jugs. The five boxing wizards jump quickly. Sympathizing would fix Quaker objectives. Many-wived Jack laughs at probes of sex quiz. Turgid saxophones blew over Mick's jazzy quaff. Playing jazz vibe chords quickly excites my wife. A large fawn jumped quickly over white zinc boxes. Exquisite farm wench gives body jolt to prize stinker.

Jack amazed a few girls by dropping the antique onyx vase! The quick brown fox jumps over the lazy dog. Jackdaws love my big Sphinx of Quartz. Pack my box with five dozen liquor jugs. The five boxing wizards jump quickly. Sympathizing would fix Quaker objectives. Many-wived Jack laughs at probes of sex quiz. Turgid saxophones blew over Mick's jazzy quaff. Playing jazz vibe chords quickly excites my wife. A large fawn jumped quickly over white zinc boxes.

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Best regards,

Peter Peterson

Attachments: A, B

EDUCATION

Ph.D. in Social Anthropology Expected May 2017
Harvard University Cambridge, MA

Secondary Field in Science, Technology and Society. Awarded Presidential Scholar Award in 2016.

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B.A. in Anthropology with Highest Honors May 2013
University of California Berkeley Berkeley, CA

Minors in Japanese and American Studies. Phi Beta Kappa. Awarded 2011 National Undergrad-uate Paper Prize.

Coursework in Japanese, Gender Studies, and Cultural Studies Sept 2011 - July 2012
University of Tokyo Tokyo, Japan

HIGHER EDUCATION EXPERIENCE

Office of Admissions Graduate Admissions Associate Sept 2015 - Present
Harvard University Cambridge, MA

- Supported recruitment and outreach efforts, including Diversity Recruitment Program, 1 open house, 2 information sessions, and 2 interview days (for doctoral applicant finalists).

- Researched and contacted 27 new marketing opportunities to advertise graduate programs.
- Prepared comparative marketing report on higher education recruitment and outreach strategies for Assistant Director and Director of Admissions.
- Analyzed trends in applicant survey data to improve future recruitment and outreach efforts.
- Pre-screened 400+ graduate program applications.
- Evaluated 8 applications in mock admissions review session held by Assistant Directors.
- Provided assistance to 100+ prospective graduate students on application process.
- Aided Assistant Directors with research projects and administrative tasks.

Teaching Fellow Sept 2016 - Present
Harvard University Cambridge, MA

- Taught and facilitated 4 tutorial sections for undergraduates in medical anthropology, environmental policy, and gender studies.
- Advised 60 students on course material, research design, and extracurricular opportunities.
- Received excellent student evaluation scores that surpassed course benchmarks for teaching quality (4.67/5, with course benchmark of 4.07; and 4.47/5, with course benchmark of 4.17).
- Assisted faculty with administrative tasks and curriculum development.

Political Ecology Working Group Program Coordinator Sept 2015 - Present
Harvard University Cambridge, MA

- Planned and implemented workshop program (14 workshop sessions per academic year).
- Facilitated introduction of speakers and discussion during workshop sessions.
- Trained incoming coordinator to assist with program, budget, and recruitment.
- Managed annual budget of \$3,000.
- Developed and launched recruitment campaign (increased membership by 500 and increased membership diversity by 4 academic disciplines and 2 university affiliations).
- Organized, executed, and fundraised \$1,600 for graduate student conference (90 attendees).

Department of East Asian Languages and Civilizations Senior Tutor Aug 2015 - Present
Harvard University Cambridge, MA

- Advised 2 undergraduates on senior theses concerning East Asia, and edited thesis drafts.
- Evaluated and assigned grades for theses while serving as member of faculty committee.

ADDITIONAL EXPERIENCE

Contributing Editor Dec 2016 - Present
Cultural Anthropology (Journal)

- Developed content for and strategized branding of journal through social media activities (Twitter, Facebook) as part of Social Media Team.
- Analyzed data (Google Analytics) to improve site content and increase site traffic.
- Edited 4 articles submitted to journal.

Research and Outreach Program Assistant July 2011 - July 2011, Jan 2013 - Aug 2013
University of California Berkeley Berkeley, CA

- Supported faculty with molecular ecology experiments and administrative tasks.
- Facilitated public education and outreach efforts, such as Biotechnology Outreach Program (21 events on 4 islands) and Genius Day Program for elementary students (4 events).

Director of Members and Honorary Members Aug 2011 - May 2013
Golden Key International Honor Society Berkeley, CA

- Planned and managed 18 volunteer opportunities, 2 blood drives, and 4 award ceremonies.
- Supervised 10 undergraduate volunteers at each event.
- Trained 2 incoming directors to use student and alumni database.
- Analyzed attendee data to improve structure and content of future award ceremonies.

- Coordinated high-profile alumni and honorary member participation at events (e.g. famous local comedian and local singer) for entertainment at 2 award ceremonies.

Student Health Advisory Council Chair (2010-2011) and Vice Chair (2009-2010)
Berkeley, CA Aug 2011 - May 2013

- Advocated for student interests on key university health policies and services, in particular on-campus HIV/AIDS testing and affordable health insurance.
- Chaired and facilitated Council meetings to discuss agenda and university health policy.
- Trained incoming Chair to plan, execute, evaluate, and lead Council events and meetings.
- Collected and summarized student survey data to identify and prioritize healthcare needs.
- Planned Council activities and managed 4+ members during events (e.g. blood drive).

SKILLS

Computer Macintosh and Windows operating systems, Microsoft Office, Adobe Photoshop, Blackboard, and Technolutions Slate (student database system).

Language Fluent in Japanese. Traveled extensively in Asia.

PUBLICATIONS AND CONFERENCE PRESENTATIONS

Publications 4 refereed journal articles and 2 book chapters.

Conference Presentations 8 refereed conference papers at national conferences.

Invited Lectures 2 invited lectures at universities in Japan and Australia.



A1



A2



B1



B2