

PAROMA RAY

POLITICAL ECOLOGY & INTERNATIONAL RELATIONS

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PERSONAL STATEMENT

Aspiring wildlife policy analyst with expertise in the relations between wildlife trafficking, political instability, and human rights violations in parts of Africa. Also heavily vested in climate change and environment policy. University of Melbourne's Master of International Relations graduate with experience interning for International Air Transport Association and the Consulate General of India.

EDUCATION

2014 - 2016

Master of International Relations

University of Melbourne (Melbourne, VIC)

Notable Assessments:

- Research paper: "How Wildlife Crime is Linked to Conflict in Parts of Africa" (Green Criminology)
- Literature Review: "An Examination of Wildlife Management for Climate Change in the Case of the Boreal Woodland Caribou and the Great Barrier Reef"
- Corporate Governance Analysis: "Legal Compliance: Board of Governors Behavioural Assessment after the Kit Kat / Greenpeace Crisis"
- Briefing paper: "Examining whether the emission targets adopted by the US for the period 2030 are economically, politically, and environmentally responsible"

2008 - 2013

Bachelor of Arts (Political Science)

Bachelor of Arts Honours (Music)

Carleton University (Ottawa, ON)

Concentration in North American Politics, Minor in French

Academic Exchange at Macquarie University (Sydney, NSW)

HONOURS & AWARDS

- Melbourne Global Grant (2015)
- Dean's Honour List (2013 & 2011)
- CUSA Honours Award for Service (2013)
- Harry S. Southam Scholarship (2011)

RELEVANT WORK EXPERIENCE

International Air Transport Association (IATA), Montréal, January - Present

Bilingual Intern, Reception and Administration (Paid)

- Provided professional and courteous switchboard coverage in English and French.
- Assisted in processing conference room requests in the EMS program and catering requirements.
- Assisted in preparation, set up and clearing of catering requests served in conference rooms.

Consulate General of India, Melbourne, October 2015 - February 2016

Intern (Academic)

- Landed competitive International Relations internship with Consulate General of India, Melbourne. Received High Distinction on internship assessment.
- Provided Consul General with briefing notes and drafted official correspondence addressed to Australian members of Parliament regarding India-Australia trade and cultural relations.
- Drafted research essay for Consul General's meeting with India's Minister of Energy with regards to 'Clean Energy Objectives in China, India and Australia'.
- Wrote speeches regarding Australia-India trade and commerce as well as Modi's 'Clean India Initiative' with respect to women's rights, preventing spread of disease and improving overall health.
- Developed the first handbook on processing applications for visas, passports, police clearance checks, etc. now referred to by consular staff.

Melbourne Recital Centre, Melbourne, March - June 2016

Development Intern (Volunteer)

- Drafted grant proposals for Director of Development to generate funding.
- Prepared necessary documents and coordinated meeting minutes.
- Responded to public and stakeholder enquiries with respect to funding and donor relations.
- Researched prospective donors and sponsorships as well as managed donor activity and correspondence in the Tessitura database.

Melbourne Symphony Orchestra, Melbourne, July 2014 - August 2016

Box Office Attendant

- Provided excellent customer service (via phone, in person, mail, email) to MSO patrons.
- Responsible for screening and forwarding calls as necessary.
- Conducted bookings (single ticket, subscription, exchanges) using Tessitura software.
- Responsible for mail runs, phone and counter sales, and venue collects / will call tickets.
- Entrusted with various ad-hoc administrative duties and clerical support services.

Pier One Sydney Harbour (Marriott Autograph Collection), Sydney, August 2013 - June 2014

Night Auditor and Guest Services Agent (Front Office Receptionist)

- Provided end of the day credit card reconciliation across seven departments.
- Promoted to assisting the Finance Department with their reports.
- Responsible for processing chargebacks, city ledgers, as well as handling large sums of cash.
- Handled interactions with high-end clientele with the utmost confidentiality and professionalism.
- Knowledge of Opera (reservation software).

VOLUNTEER & OTHER RELATED EXPERIENCE**Carleton Academic Student Government, Ottawa, September 2008 - June 2011**

Vice President Internal and Student Senator

- Led team of 100 representatives and managed diaries of executive team.
- Organised general caucus and committee meetings which included hiring venue, catering, chair and secretary, writing the agenda, and managing the RSVPs.
- Advocated academic concerns on Departmental and Faculty boards as well as Executive meetings with the University President and Carleton University Senate.
- Active participant on the Faculty of Arts and Social Science (FASS) Curriculum Review Committee.
- Maintained the organization's constitution and by-laws.
- Responsible for budget, elections and promotional materials.

Carleton University International Student Services Office, Ottawa, 2011-2013

Student Ambassador

- Provided an online presence (video logging) whilst studying abroad at Macquarie University. The website was nominated for Campus Perks Student of the Month Award.
- Delivered presentations with regards to completing an academic exchange as well as academic support to interested students during office hours.

Carleton Equal Voice Chapter, Ottawa, 2010

Vice President Internal and Founder

- Organised workshops/seminars to raise awareness regarding the need for the participation of more young women in Canadian politics. (Please see: <https://equalvoice.ca/blog/?p=40#more-40>)

SKILLS & COMPETENCIES

Languages: Proficient in English & French

Software & Social Media Platforms

- Microsoft Office Suite (Word, Powerpoint, Excel, Outlook and Lync) & Photoshop
- SPSS, Tessitura (ticketing), EMS (conference bookings) and OPERA PMS (hotel reservations)
- Strong knowledge of Twitter, Wordpress, YouTube, Instagram, and Facebook

Academic Skills

- Policy Briefs & Reports
- Literature Review & Conducting Research
- Official Letters, Speeches, Minutes & Memos

REFERENCES & WRITING SAMPLES

Available upon request.