

Salwa Sarpas

La Jolla, CA | 555-555-555 | [@gmail.com](#) | [@ucsd.edu](#)

EDUCATION

University of California, San Diego

La Jolla, CA

Bachelor of Arts - International Business/Masters in International Affairs

Graduation Date: Jun 2025

University of California, San Diego

La Jolla, CA

Masters in International Affairs - Politics

Graduation Date: Jun 2026

WORK EXPERIENCE

UC San Diego Foundation Board

La Jolla, CA

Operations Assistant

Nov 2023 - Present

- Maintained and updated the organization's website and online portal, ensuring all information is current and accurate.
- Organized and maintained constituent records and internal files with a high level of accuracy and confidentiality.
- Conducted comprehensive research and contributed to the writing and editing of official correspondence and detailed reports for the Foundation.
- Provided comprehensive administrative support, including data entry, file management, and document preparation.

UC San Diego Bookstore

La Jolla, CA

Customer Service Assistant

Jan 2022 - Nov 2023

- Producing personalized apparel design visuals through Canva and Adobe Photoshop, resulting in rapid sell-outs and a substantial uptick in sales.
- Initiated and managed time-bound projects to ensure timely completion.
- Assisting the Director of the Bookstore by using Oracle to manage the Bookstore's database, and by acquiring logistical projects that in turn decrease operational costs and increase cash flow. Exhibiting accountability by independently managing sensitive projects and maintaining confidentiality.

RESEARCH EXPERIENCE

UC San Diego International Studies 190

La Jolla, CA

Peace and Stability in Palestine

Jul 2024 - Aug 2024

- Operated extensive literature review on political violence, international relations, and refugee policy, with a focus on Palestine and Israel.
- Identified key drivers of political violence in Palestine, including historical grievances, socio-economic factors, and geopolitical dynamics.
- Provided a critical analysis of existing policies and proposed alternative strategies for mitigating political violence and improving refugee conditions.

UC San Diego International Studies 102

La Jolla, CA

White Supremacy and Terrorism

Sep 2023 - Dec 2023

- Completed a comprehensive analysis of key actors in the international system, focusing on terrorism as a strategic tool for weak actors.
- Analyzed key decision-makers, objectives, and strategic behaviors within white supremacist movements using interdisciplinary analytical tools.
- Synthesized findings to suggest potential long-term outcomes and policy implications for addressing white supremacist terrorism within a democratic framework.

SKILLS

Skills: Microsoft Office, Excel, Oracle Database, Research, Problem-Solving, Critical Thinking, Leadership, Active Listening, Managing Conflict, Collaboration, Organization, Communication, and Time Management

LEADERSHIP EXPERIENCE

Congressman Harley Rouda's Office	Newport Beach, CA
<i>City Representative</i>	<i>Dec 2020 - May 2021</i>

- Respectfully collaborated amongst representatives to discuss topics of concern that hail from communities within Orange County which resulted in having the Congressman co-sponsor legislation in Congress.