

KEYONA CARTER

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Vacancy #: 555-66348
U.S. Agency for International Development

EDUCATION

University of Alabama at Birmingham, Birmingham, AL

Expected April 2019

Bachelor of Arts in International Studies, Public Health minor

Overall GPA: 3.6/4.0 and Major GPA: 3.9/4.0

Global and Community Leaders Honors Program, Sigma Iota Rho Honors Society

Relevant Coursework: Foreign Cultures, Economic Development and Growth, Social Change, Anthropology of Human Rights, Mapping Our World, Public Health Policy, Biostatistics, Thinking Globally and Locally

SKILLS

- Fluent in Arabic – oral, written, and writing
- Conversational in French
- Proficient in Microsoft Office: Word, PowerPoint, Excel
- Experienced in Microsoft Outlook administrative functions

INTERNATIONAL EXPERIENCE

International Studies Abroad

Menkes, Morocco

Arabic Studies, International Relations and Language Student

August 2017-December 2017

- Studied abroad in Menkes, Morocco for one academic semester
- Completed courses in Arabic, French, Intercultural Development, Islamic Civilization, and Peace and Conflict Resolution
- Served over 90 hours (approximately 10 hours a week) in a Women's Vocational Training Foundation
- Provided logistical support for an international nonprofit through creating lesson plans, scheduling lessons, and organizing fundraising efforts

EMPLOYMENT HISTORY

UAB Institute for Human Rights

Birmingham, AL

Intern

January 2018-Present

20 hours/week; \$9.00/hour

Supervisor: Kristy Polenta – polentakt@uab.edu – may contact

- Provide support for the planning and organization of human rights events, including the Symposium on Disability Rights
- Create promotional materials to promote the Institute among students and the Birmingham community
- Published monthly blog posts for the UAB community pertaining to human rights issues

UAB Student Outreach

Birmingham, AL

Student Assistant

August 2015-July 2017

15 hours/week; \$8.00/hour

Supervisor: Patrick Gomez – gomezpat@uab.edu – may contact

- Provided front desk support for a student affairs office including answering phone calls and emails, data entry, checking in students, etc.
- Directed students toward campus resources in a compassionate and efficient manner
- Practiced confidentiality in handling sensitive student information

ADDITIONAL EXPERIENCE

Arabic Club at UAB

Birmingham, AL

President

January 2018-Present

15 hours/month

Faculty Advisor: Christopher Adamson – chrisadams44@uab.edu – may contact

- Plan and lead monthly meetings for a club of approximately 30 students
- Implemented a weekly tutoring program to increase Arabic learning and academic performance among members
- Arrange guest speakers, conversation events, and cultural experiences
- Increased membership by 20% through student engagement efforts including class presentations, campus outreach, and social media

Crisis Center of Birmingham

Birmingham, AL

Crisis and Suicide Line Volunteer

June 2017-Present

8 hours/month

Volunteer Coordinator: Krishna Savani – krishnasavani@crisiscenterbham.org – may contact

- Completed 30 hours of training in crisis response
- Answer calls and provide supportive crisis counseling
- Helped callers develop healthy and positive solutions to crisis situations

UAB Blazer Kitchen

Birmingham, AL

Food Pantry Volunteer

May 2017-July 2017

4 hours/week

Volunteer Coordinator: Jana Yang – janayang01@uab.edu – may contact

- Guided UAB students through the check-in process and determined program eligibility
- Completed a training on food insecurity and accessibility
- Stocked food pantry and provided inventory support

UAB Student Multicultural and Diversity Programs

Birmingham, AL

International Mentor

August 2016-April 2017

3-5 hours/week

Mentor Coordinator: Jennifer Agan – jenagan@uab.edu – may contact

- Served as an all-in-one resource for a group of 5 International students
- Created monthly reports on each mentee surrounding academic progress, social development, and additional needs
- Planned and organized monthly events for International students, including the Fall Welcome Party
- Completed an extensive training on campus resources, cultural sensitivity, and effective mentoring