

Jordan Brown

University of Sussex, Sussex House, Brighton, East Sussex, BN1 9RH

+44777 000000 / jb0123456@sussex.ac.uk

www.linkedin.com/pub/jordanbrown

Strong analytical, communication and project management skills developed through my education and work experiences. Looking for a position within a capacity building international NGO.

KEY SKILLS

Project Management:

- Delivered 50 new school buildings and trained 120 educators in Brazilian Amazon within £60,000 budget and met the requirements of 5 international funding organisations.
- Achieved timely completion of major oral history project by coordinating 20 interviewers working across three international borders.
- Mentored 10 junior postgraduate students to support the completion of the intellectual and logistical requirements of their academic writings and projects over a 12-month period.
- Organised international workshop for scholars and activists, and managed progress toward publication in peer-reviewed edited collection.

Analytical Skills:

- Managed the collection and analysis of 20,000 geo-spatial data points and 50 qualitative evaluations of possible school site locations before completing final project outline.
- Revised academic evaluation practices for over 200 undergraduate students and their instructors.
- Identified key information necessary for public dissemination drawn from over 20 specialist academic research papers.
- Applied analytical skills to cross-disciplinary investigation of rise and fall of Amazon river basin.

Communication Skills:

- Minimised delays during high-impact public consultation process by ensuring successful in-person and online communication of project aims to local government and public forums.
- Created bespoke e-learning module for undergraduate students to complement in-person workshops and tutorials.
- Liaised between senior university staff and students to cascade information through all campus units.
- Provided strategic language support and guidance for professional research collaborators who were unfamiliar with the conventions of academic English.

Teamwork:

- Represented all stakeholders in coherent publicity material by collaborating with the executives of 5 international funding organisations to coordinate local and international publicity.
- Developed interviewer team strategies and protocols to maximise effectiveness of interview projects.
- Collaborated with colleagues in the UK and Brazil to co-write and publish academic article in peer-reviewed journal.
- Coordinated inter-disciplinary co-teaching guidance with colleagues from across campus.

EDUCATION

PhD History, University of Sussex

2014-2018

- Viva held on 4/7/2018; passed with minor amendments. Thesis title: "Race, Environmentalism and Politics in the Amazon, 1950-88"

MA International Education and Development, University of Sussex

2013-2014

- Merit
- Key modules included: Education leadership, Quantitative methods and Race theory

BA (Hons) History and Modern Languages, University College, Dublin

2009-2013

- First class (76%)
- Completed a study abroad year at the University of Paris

WORK EXPERIENCE

Historical Content Assistant, Oxford International Encyclopaedia

September 2011-Present

- Responsible for researching and writing historical content for encyclopaedia
- Content creation for both printed and online resources to critical deadlines
- Ensuring that resources follow encyclopaedia editorial guidelines
- Meeting with subject experts to ensure content accuracy

Doctoral Tutor, University of Sussex

October-December 2017

- Taught lecture based course, "An Introduction to Latin America" with a class size of 70 students
- Co-authored and edited writing materials and the assessment of the work
- Provided one-to-one student support as well as creating an online learning site

Associate Tutor, University of Sussex

January-March 2016

- Designed and taught Masters seminar-based course, "Environmental History in the Amazon: Special Topics"
- Mentored and provided guidance to students completing their Masters dissertations with titles "Frontier Politics in Brazil and Colombia" and "River Schools and Development"

Summer School Teacher, University of Paris

June-August 2012

- Designed and held seminars on module: "French for Academic Purposes"
- Provided pastoral support for undergraduate international exchange students
- Marked assessments and provided feedback to all students

Research Assistant, University College, Dublin

June-August 2009

- Analysed interview data on research project: "Memories of Troubled Schooling"
- Prepared interview questionnaires for Smith Research Group
- Managed interviewee liaison (30 interview subjects)

ADDITIONAL SKILLS & INTERESTS

IT	Strong MS Office skills including PowerPoint and Excel
Languages	French (fluent) and German (intermediate)
Running	Run at least twice a week and currently training for the Brighton half marathon
Music	Play the violin in an orchestra

References available on request