Jade K. Muyambo Boston, MA 02215 | (973)-960-3726 | jadekm@bu.edu

Interested in developing a career in foreign affairs, research, and policy. Self-motivated and detailed-oriented graduate student who works well independently and collaboratively.

EDUCATION

Boston University, Pardee School of Global Studies | Boston, MA
MASTERS (MA) IN INTERNATIONAL AFFAIRS | **GPA:** 3.60 May 2022

Long Island University, Richard L. Conolly College of Liberal Arts and Sciences | Brooklyn, NY
BACHELOR OF ARTS (BA) IN POLITICAL SCIENCE | **GPA:** 3.91 May 2019
Minor: English

RELEVANT EXPERIENCE

State Senator John Brooks Campaign | CAMPAIGN AND POLICY INTERN | Lindenhurst, NY July 2020 – September 2020
- Researched and drafted policy briefs twice a week on various legislations and Long Island community organizations to aid
- Collaborated with 5 other members on a weekly newsletter specifically on current research about Covid-19

Ann Brancato for NYS Assembly District 9| CAMPAIGN AND FIELD INTERN| Lindenhurst, NY July 2020 – September 2020
- Conducted 100 calls weekly with voters to discuss Ann Brancato's plan of action
- Researched donor and voter background information using White pages and identified 30 voters per week

New York State Division of Human Right| INVESTIGATOR INTERN | Manhattan, NY October 2019 – March 2020
- Drafted 10 investigation report per week and reported back to the Regional Director
- Partake in case analysis to determine probable cause, requested and reviewed documents from respondent and defendant
- Observed witness interviews, conferences, and hearings

ADDITIONAL EXPERIENCE

The Danielsen Institute| OFFICE ASSISTANT | Boston, MA November 2020 – Current
- Perform general administrative duties with a strong emphasis on customer service
- Process clients' payments and schedule appointments using Valant and Nelnet

Boston University IT Help Center | CLASSROOM MODERATOR | Boston, MA March 2021 – December 2021
- Provided technical support to professors and students for class and events to run 100%
- Coordinated IT ticket requests using ServiceNow and advised IT in person staff with the correct information to resolve the issue through Microsoft Teams

New York Visions Harlem Spirituals Inc | RESERVATION AGENT| Manhattan, NY February 2020 – March 2020
- Monitored department correspondence with business partners and all aspects of reservation department
- Processed daily booking requests via web and email and prepared travel documents and proposals

The Center for Learning and Academic success | FRONT DESK AND TUTOR| Brooklyn, NY May 2017 – May 2019
- Managed students' and tutors' files and set up their meeting schedule using appointment plus
- Trained new staff, supervised 30 tutors per week and helped with tutoring French to student

LEADERSHIP EXPERIENCE

BU Pardee Women's Group (PWG) | PRESIDENT| Boston, MA September 2021 – Current
- Promote PWG goals and mission within the BU community
- Plan and set all agenda for PWG meetings and organize social and professional events in collaboration with other e-board members
- Manage and review annual budget of $1000 as well as monitors club membership and participation

BU Pardee School of Global Studies | DEAN'S AMBASSADOR | Boston, MA April 2021 – Current
- Connect the larger Pardee School community with the Dean's office by promoting Pardee's pride through organizing and volunteering at social and professional events
- Represent the Pardee School to prospective students by giving tours and welcoming admitted students

BU CAS Diversity and Inclusion Team | GRADUATE REPRESENTATIVE| Boston, MA October 2020 – Current

- Facilitate the coordination and communication of diversity and inclusion efforts to BU students' organizations
- Guide the Dean's Office in allocating resources to support various diverse programs within BU CAS

Professor Susan Eckstein of BU Pardee School | GRADUATE ASSISTANT | Boston, MA September 2020 – May 2021

- Created data graphs on Excel, managed blackboard and graded 40 students' assignments
- Lead research on the U.S Cuban immigration policy since the Castro Revolution of 1959 for her new book

SKILLS

Technical: Microsoft Office (Word, PowerPoint, Excel, Basic Access) |Microsoft Teams | Google Suite (Docs, Slides, Sheets) | Canva
Languages: Native French-Speaker| Fluent English | Basic Conversational Swahili