

L. Michelle Burgess

560 Summit Ridge Dr

Chesapeake VA 23322

imborg@wm.edu

- Education** **College of William and Mary, Williamsburg VA**
Monroe Scholar GPA: 3.84
Major: International Relations Intended Graduation: May 2010
The Scholar Ship: Study Abroad Program through Macquarie University (2008)
Multicultural learning experience both at sea and in several countries focusing on international cooperation, communication, and conflict resolution.
Johns Hopkins Center for Talented Youth Long Distance Writing Tutorials (2005)
Courses: Analysis and Persuasion, Crafting the Essay, Creative Writing
- Selected Course Work and Research**
- **Relevant courses:**
 - International Political Economy, International Law, International Security, Research Methods, Intercultural Communications, International Negotiations and Conflict Resolution, Global Issues
 - **Research Projects:**
 - Summer 2007: History and Growth of the United Nations Development Programme
 - Summer 2008: The Armenian Genocide: Effects on Current Turkish Armenian Relations
- Relevant Experience**
- Teaching Assistant: United Nations and Advanced Geography**, Johns Hopkins Center for Gifted and Talented Youth: *2008*
Provide support in a summer academy for gifted children learning about international politics and the United Nations.
- Project Intern: Emergency Planning**, Virginia Beach Department of Public Health: *2007*
Support and help plan projects involving the city's response to emergency or bioterrorist events. Specific projects included organizing the paperwork for a CDC audit of the city's medical distribution plan for an anthrax attack, storage organization, coordinating an Avian flu conference for public school officials, and assisting in the hiring of a Medical Reserve Corp Coordinator. Also responsible for various office duties and purchase orders.
- Consultant**, William and Mary's Writing Resource Center: *2007 – Present*
Edit college students' essays for both style and grammar while educating them about the writing process and the requirements for academic writing.
- Staff Member**, The Monitor (an international relations journal): *2008-Present*
Edit essay submissions for publication in the biannual international relations journal.
- Office Volunteer**, Children's Hospital of the Kings Daughters' Therapy Clinic: *2005*
Performed basic office duties (filing, faxing, phoning) and medical tasks (stocking exam rooms and assisting doctors and physical therapists with patients).
- Other Experience**
- Service Learning Chair and Grant Writer**, Campus Kitchen Project,: *2007 – present*
Organize events on campus to raise awareness about local hunger. Coordinate and write the applications for funding grants.
- Mentor/Tutor**, Williamsburg Human Service Department: *2006 – 2007*
Tutor students in high school subjects and "life lessons": college goals, organization, and treatment of other individuals.
- Volunteer Teacher's Aid**, Matthew Whaley Elementary School: *2006 – 2008*
Provide support in a third grade class's projects and discussions.
- French Tutor: 2006**
Mentored two high school girls. Developed teaching strategies to foster comprehension and an understanding of basic French grammar.
- Skills**
- **Language skills:** Advanced French, Basic Arabic

- **Computer skills:** Microsoft Office, Basic Access