

Summary

- Detail-oriented and experienced writer, editor, and researcher
- Significant teaching and archival research experience in both the United States and abroad
- Strong interpersonal and public speaking skills

Education

George Washington University

PhD History, degree expected Fall 2008

Washington, DC, September 2001–current

- Currently writing a dissertation entitled, “Nihilateralism in a Bipolar World: American–Mongolian Non-Relations during the Cold War”
- Acquired significant research experience in American government archives and government archives abroad
- Other areas of expertise include Modern Chinese History, Modern Russian History, International Relations Theory, and the History of the Cold War
- Received various research grants and fellowships in recognition of academic and professional excellence

Northeastern University

Graduate coursework in History (transferred in 2001)

Boston, MA, September 1999–May 2001

- Pursued advanced graduate work in history, with a specialization in contemporary and twentieth-century politics
- Interned with the Bostonian Society, where I gained experience in archival management

McGill University

BA in English, minor in History

Montreal, QC, September 1995–October 1998

- Maintained a 3.2 GPA in a highly competitive university
- Worked on a contractual basis with the Office for Students with Disabilities as a note-taker and attendant

Experience

Electronic Book Editor, Scribe, Inc.

Philadelphia, PA, February 2007–current

- Promoted from Composition Assistant/Project Manager in less than one year.
- Extensive project management experience (currently twelve titles in production, mostly academic monographs)
- Duties include author-client management, copyediting, proofreading, indexing, and other administrative tasks

Graduate Teaching Assistant / Part-Time Instructor

George Washington University

Washington, DC, September 2001–May 2006

- Duties have included teaching entry-level and upper-level History courses that range from 25 to 75 students per semester
- Responsible for in-depth discussion sections where students analyzed primary source documents and engaged in scholarly debate about historical issues
- Teaching experience includes survey-level Modern European History, American History, and Western Civilization
- Received recognition of teaching abilities

Writing Lab Assistant / Part-Time Instructor

Northeastern University

Boston, MA, January 2001–May 2001

- Provided free writing-skills assessment and tutoring sessions for undergraduates from all disciplines, including ESL and special-needs students
- Taught one semester of Writing for the Disciplines, a required course that focused on individualized undergraduate research and writing projects

Assistant Editor, Running Press Book Publishers

Philadelphia, PA, September 1998–August 1999

- Responsible for project planning and development from conception to printing
- Other functions included contractor relations, project management, digital typesetting, and acquisitions

Papers & Publications

- “Nihilateralism in a Bipolar World? Mongolian–American Non-Relations during the Cold War,” presented at the Society for Historians of Foreign Relations (SHAFR) Annual Meeting, College Park, MD on June 23–25, 2005
- “Comrades in the Cold: Recognition and Foreign Representation in Ulaanbaatar, 1950s–1960s,” presented at “The Cold War and Its Contexts,” the 2005 UCSB–LSE–GWU International Graduate Student Conference on the Cold War, University of Santa Barbara, CA on April 31st–May 1, 2005
- “Proxy Diplomacy and the Politics of Recognition: Observations on Anglo-Mongolian Relations during the Cold War,” presented at the Cold War Studies Center, London School of Economics, London, UK
- Co-editor, *Mongolia and the Cold War: A Document Reader*, prepared for the International Workshop on Mongolia and the Cold War, Ulaanbaatar, Mongolia, with accompanying CD-ROM
- “Mongolia’s Admission into the United Nations and the Recognition Crisis in the Kennedy Administration,” presented at the International

Workshop on Mongolia and the Cold War, Chinggisiiin Khuree, Ulaanbaatar, Mongolia

- Chair, “Mongolian Party Politics” at the International Workshop on Mongolia and the Cold War, Chinggisiiin Khuree, Ulaanbaatar, Mongolia
- Discussant, “The Cold War Elsewhere in Asia,” at the New Central and Eastern European Evidence on the Cold War in Asia Conference, The Hungarian Academy of Sciences, Budapest, Hungary
- “Neither Cold Warriors Nor Cowboys: The Mongolian People’s Republic (MPR) in the Cold War,” presented at the Mid-Atlantic Region Association of Asian Studies Conference, George Washington University, Washington, DC
- ““Kennedy’s Mongolian Adventure’: American Assessments of the Mongolian People’s Republic, 1961–1963” presented at the George Washington Cold War Group (GWCW) Conference, George Washington University, Washington, DC
- “The Interwar Cold War: Ideology and Foreign Policy in Britain” presented at the Husky History Conference, Northeastern University, Boston, MA

Fellowships & Awards

- Franklin Delano Roosevelt Presidential Library Travel Grant
- Heckmann/Swain Dissertation Award, George Washington University
- Hoffman Dissertation Award, George Washington Cold War Group (GWCW)
- Finalist, Phillip Amsterdam Teaching Award, George Washington University
- University Teaching Assistantship, George Washington University
- Feer Award for Academic Excellence, Phi Alpha Theta
- Graduate Assistantship, Northeastern University
- Tuition Scholarship, Northeastern University

Professional Activities

- Spring 2004 Organizer, the Second Annual GWU–UCSB Graduate Student Conference on the Cold War, GWU
- 2003–2004 Student Coordinator, the George Washington University Cold War Group (GWCW)
- Summer 2003 Participant, the Summer Institute for Conducting Archival Research (SICAR), GWU
- 2000–2001 Treasurer, the Association for Graduate Students in History, Northeastern University
- 1999–2001 Representative, Graduate Studies Committee, Northeastern University