**Miriam Lake**

**Experience**

***Middle East Institute*** *Washington DC Research Assistant, 09/2016 – 12/2016*

* Research Assistant to Dr Daniel Serwer, Professor in the School of Advanced International Studies, Johns Hopkins University. Co-authoring research paper on governance and economic challenges across Syria with focus on regime-held areas
* Attending and reporting on events across Washington DC, and contributing articles to peacefare.net
* Supported MEI events and conferences including registration of participants, promotion of programs, and event administration

***VETASSESS***  *Melbourne*

*Skills Assessment Officer, 01/2013 – 09/2016*

* Provided skills assessments for immigrants to Australia. Administered applications, analyzed documentation with a view to identifying fraudulent claims, conducted employment verification interviews with applicants and employers, investigated and reported on integrity and fraud trends, responded to public enquiries, and maintained relations with key migration agents
* My communication and project coordination skills were recognized when chosen to produce the training and induction manuals and conduct trainings for my department, and to lead a discussion with the Australian Department of Immigration on integrity policies and procedures in the migration space

***Melbourne Business School*** *Melbourne*

*Research Assistant*, 01/2016 – 09/2016

* Research and data analysis for a project assessing the convergence of violent crime across developing and developed countries
* Sourced data for a project examining the impact of microcredit schemes in communities across the developing world
* Performed data analysis using Microsoft Excel and statistical packages (R) for more complex analysis tasks, and produced graphs to be published in the projects

**Education**

***The University of Melbourne***

*Master of International Relations*

* Modern Standard Arabic language stream
* Focused on Middle East regional studies, international security and governance,

*Bachelor of Arts (Honors)*

* Majored in *Politics and International Studies* and *French*, minor in *Economics*
* Honors thesis titled ‘The political economy of economic liberalization under authoritarian regimes: The case of Syria under Bashar al-Assad’ which examined economic reform efforts and governance limitations under the Ba’th regime of Bashar al-Assad in his first decade of power

*The Kelsey Arabic School, Jordan*

* Private language school emphasizing local dialect, organized independently between my university studies

**Leadership and Teaching Experience**

*Kids’ Club – Leader*

* Coordinated volunteers, planned programs and events, organized excursions, undertook risk assessments and ensured compliance with working with children guidelines

*Liberty and Society Conference*

* Received a scholarship to attend the conference run by the Centre for Independent Studies, an Australian public policy think tank, intended for future leaders in Australia
* Participated in discussion of liberal ideas and policy implications

**Skills**

* Advanced French and intermediate Arabic language skills
* Microsoft Office suite, including Word and Excel
* Memo writing and event reporting
* Data analysis software including R
* Staff training and running workshops

**Contact**

miriam@jramsay.com.au