

**~ Education**

University College, University of Toronto  
Toronto - ON :: September 2001 - April 2005

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:: Honours Bachelor of Arts with High Distinction .. CGPA of 3.9 .. Double major in International Relations and Archetypal Mythology.

~ Awards

- :: Deans List for all four years.
- :: University College's Alexander McLarty Scholarship for academic achievement after 4th year.
- :: University College's R.W. Leonard Scholarship for academic achievement after 1<sup>st</sup> and 2<sup>nd</sup> years
- :: Ian Drummond Memorial Prize for best performance by a student in the International Relations major degree after 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> years
- :: Canadian Institute of International Affairs Prize after 2<sup>nd</sup> year.

~ Extracurricular Experience

- :: President of International Relations Society; on the executive of the Association of Political Science Students (APS), the Trinity College Oversees Development through Education Committee (TODEC) and the Cambodian Genocide Group (CGG); Co-President of the Semiotics Students Association (SSA) and a member of Canada25 .. Two-time captain of the UC Ultimate Frisbee team
- :: "Still Dreaming : Lloyd Axworthy – Pearsonian, Idealistic, Pragmatic." *Attaché: An International Affairs Journal*. v6 n1 (Toronto: University of Trinity, 2005).
- :: "The Simulacrum of September 11<sup>th</sup>: A Semiotic Solution." *Sign: A Semiotics Journal*. v5 n1 (Toronto: Program In Semiotics and Communications Theory, 2003).

Georgetown Day High School / Washington International School  
Washington – D.C. :: September 1998 – June 2001 / September 1997 - June 1998

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- :: CGPA of 3.87.
  - :: Fine Art Achievement Award in 2000 and Fine Art Recognition in 2001.
  - :: Received a scholarship to travel to Paris to study and create art with 20 young international artists.

**~ Employment**

Archival Researcher / Research Assistant & Project Manager

Dr's Margaret MacMillan, Paul Litt, John English - NARA :: Washington – DC :: August 2005 -  
Dr. Sylvia Ostry, NGOProject – MCIS :: Toronto - ON :: September 2003 – May 2005

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- :: Currently at the U.S. National Archives (NARA) researching American views on John Turner and Pierre Elliot Trudeau for their official biographers .. Reviewing primary sources for an upcoming book on Nixon's China visit.
  - :: Researched ad hoc topics related to international trade; NGO mobilization, advocacy and networks; and the World Trade Organization at the Munk Centre for International Studies (MCIS).
  - :: Managed several students' research into a) the formation of a core group of NGOs within the anti-globalization network and b) enhancing the participation of non-state actors in the Sub-Saharan African trade policy making process.

Special Projects & Acting Desk Officer

Southeast Asia Division, FAC :: Ottawa – ON :: May - August 2002, 2003, 2004

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- :: Organized the preparation of briefing material for the Minister of Foreign Affairs' visits to Brunei, Cambodia and Indonesia for three ASEAN Conferences and for other Members of Parliaments' visits to the region while working in the Southeast Asia Division at Foreign Affairs Canada (FAC).
  - :: Acting desk officer responsible for Laos, Cambodia and Vietnam.
  - :: Assisted in the organization of a conference on Canada and Islam in Asia at McGill University.

Website & Graphic Design Consultant & Educator  
CPWS / FAC :: Ottawa – ON :: June 2004 – May 2005  
University of Toronto :: Toronto – ON :: September 1998 – May 2005

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:: Designed the Parliamentary Committee on Peace, Women and Security's website: [www.ccwps-ccfps.org](http://www.ccwps-ccfps.org) ('05)  
:: Designed print materials for FAC's International Women's Security Division ('04)  
:: Acted as director, layout designer and/or graphics editor for the University College Literary and Arts Review ('03 - '05,) Sign: A Semiotics Journal ('03,) The Association of Political Science Journal ('04,) and Georgetown Day High School's Art Magazine ('99 - '01) .. Designed ad campaigns, event posters and logos for clubs and associations (for UofT and Emory U).

Internship Database Director & Lecturer  
International Relations Department, UofT :: Toronto – ON :: September – April 2002 - 2004

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:: Spoke on I.R. internships for the Munk Centre for International Studies and the Peace and Conflict Studies Association, organized presentations with government officials and consulted for the I.R. Department.  
:: As President of the International Relations Society, two webmasters and I relocated and revamped the International Relations Internship Database, an inventory of internships for UofT students

Technical Services Representative / Ethernet Administrator / IT Consultant  
Canadian Embassy :: Washington - DC :: June – August 2000, 2001, 2005  
University College Residences, UofT :: September 2001 – April 2002, September – October 2002  
Dr Hirsch and Buchaman, GPs :: Toronto - ON September – April 2001 – 2002

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:: Addressed hardware and software technical support issues for employees of the embassy .. Coordinated the installation of workstations and Blackberries .. Began a redesign of the embassy's intranet website .. Supported the embassy's extensive hemispheric telecommunications network  
:: Maintained the Ethernet network and acted as a technical support assistant for the ≈ 800 students living in residence at University College, University of Toronto.  
:: Researched, purchased and installed a new hardware and software system for two doctors' General Practices.

### **~ Skills**

:: Conducted public outreach as a representative of the government of Canada .. Accrued coordination and communication skills compiling and vetting documents on 23 countries from 15 divisions of FAC for the briefing materials for the Minister of Foreign Affairs and Secretary of State, Asia-Pacific.  
:: Conducted in-depth research and, with a staff of 5, maintained a database of over 5300 NGOs.  
:: Organized lectures at UofT by top Canadian and American professors, journalists and bureaucrats including federal Ministers and former Canadian Ambassadors.  
:: Directed magazines with a staff of up to 15, located adequate funding, established working relationships with printers and created publications from concept to printing.  
:: Fluent in French, having most recently spent a summer in a Université Laval immersion program.  
:: Extensive IT experience having taught computers to high school teachers, doctors, graphic designers, etc. :: Lead IT workshops for up to 22 students.

jake.hirsch.allen@utoronto.ca .. 202 344 5008 .. 3539 williamsburg ln .. 20008 .. washington .. dc

**:: Jake Hirsch-Allen**