

Ali Kiani

Summary

Recent graduate with a masters in Political Science and has a one year experience as a VP Academic Possess strong communication and interpersonal skills, as well, exceptionally organized and detail oriented.

Education

- 2016-2017 **Masters in Public Administration**-University of Saskatchewan
Coursework involved: Governance and Administration, Public Policy and Analyzes, Public Sector Financial Management, Essentials for Public Policy and Administration.
- 2014-2016 **Masters in Political Studies** - University of Saskatchewan
Coursework involved: Canadian Politics, Decision Making and leadership, International Relation Theories, Mythology, Feminist theories
-

Work Experience

- 2016-2017 **V.P. Academic of Graduate Student Association– University of Saskatchewan**
- Coordinating workshops such as: anti-racism, aboriginal issues, social media, industry talk, student career talk, and leadership.
 - Attending meetings and collaborating on issues or events that take place on campus
 - Discuss business strategies, fundraising, negotiating academic inquiries
 - Orientation- giving tours to new students and providing info on resources and events offered at the university
- 2015-2017 **Research Assistant in History Department- University of Saskatchewan**
- Photographing/ Digitalize books
 - Translating books
 - Research
 - Working independently
- 2007-2014 **lecturer in Political Science Department - University of Bonab**
- Teaching students about Political Science
 - Preparing for lectures
 - Answering email and student inquiries
 - Marking assignments/ tests
- 2003-2014 **Journalist- Tehran**
- Interviewing citizens of Tehran
 - Creating quality stories and meeting standards
 - Recording and Editing Stories
 - Traveling to document and photograph stories

- Worked unsupervised
- 2005-2007 **Executive manager and editor of Hamporsegi Magazine-Tehran**
- Editing
 - Keeping the team organized and on schedule to meet deadlines successfully
 - Prioritize work tasks
 - Ensure guidelines and standards were met.
 - Organized staff work schedules
 - Hiring and lay off employees
-

Skills

- Have excellent communication skills, both verbal and written. I'm experienced at giving presentations, as well communicating with the public. Active listener
- Can work with a team to get a project done, can motivate people
- Have the ability to solve problems quickly with reasoning as well as adapt to changes
- I have strong organization skills and experience with managing a workforce
- Skilled at ICDL 1 & 2, Microsoft office, Excel, and Power point, EndNote, Refworks
- Adequate computer skills and quick with typing on keyboard
- Self-motivated and reliable
- Physically fit-can perform heavy lifting