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Cliff Ubba Kodero

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Profile: Looking for a position that requires excellent interpersonal, organizational, research and supervisory skills. Would welcome assignments in academia, research, public administration, NGO management and related areas.

- Strong foundation in areas of International Relations, Diplomacy, Public Policy and Administration and International Aid agencies.
- Strong on confidentiality, data entry, writing, and record keeping skills
- Strong computer skills, including Microsoft Word, Excel, PowerPoint, & Access
- Two years' experience in classroom instruction
- Fluent in English and Swahili

Education:

- BA, political science, and international relations, Principia College, Illinois: 2012
- MA in international studies University of Wyoming: 2016
- Ph.D. student for international relations at Florida International University: 2020
- MA candidate for Africa and African diaspora studies at Florida International University: 2018

Experience:

Teaching Assistant for School of International Studies and Public Affairs at Florida International University (August 2016- Current)

- Evaluates student performance, including grading exams, quizzes, assignments, and papers.
- Meets with the course instructor and assists in determining grading criteria.
- Tracks and records individual and overall course grades in multiple formats, including but not limited to entering class results in spreadsheets or on the online learning management system (LMS).
- Provides and records student grades for Early Warning, Midterm Reporting, and Final Grades according to established deadlines.
- Tracks and records student class attendance.

Editor in Chief: The Frontiers Magazine of University of Wyoming (March 2015- June 2016)

- Overseeing the layout, appearance, and content of feature articles
- Generating ideas for features with writing staff
- Commissioning articles from freelance and in-house writers
- Managing writing staff and freelance feature writers
- Editing and re-writing articles, some of which may be rejected or returned to the author for revision.
- Preparing budget for the Magazine for the financial year and monitoring the fiscal plan
- Acts as the general supervisor of the Magazine staff including ensuring the Journalism ethics are adhered to.

Graduate Assistant at Global and Areas Studies Program of University of Wyoming (August 2014-June, 2016)

- Assisting the faculty member with class instruction
- Grading student papers
- Taking notes
- Organizing class schedules
- Chief advisor of the primary instructor

Writer with *Kenya Today* and *Mwakilishi.com* -Online News Blogs (June 2013- July 2015)

- I wrote on trending issues affecting the continent of Africa
- Op/Ed columns and developmental issues and political matters of Kenya and Africa
- Provide diaspora insights on issues affecting the diaspora Kenyan community

Accounting Clerk with Citi Mortgage in O'Fallon, MO (2013 January- June)

- Sorted out loans so that each loan was handled according to its needs
- Made calls to lenders to ensure that every information was available
- Answered emails and mails regarding specific details of the loan
- Performed the duties of a document specialist that included scanning, imaging, and filing
- Data entry

Field Organizer with Working America (June- December 2012)

- Carried out surveys on the issues that were most important to voters
- Involved in “get out and vote” activities in the city
- Campaigned for the election of Barack Obama and Senator Claire McCaskill (2012) in Missouri.
- Planned campaign trips for the senatorial race in Missouri in the city of St. Louis
- Raised funds for the organization from well-wishers across St. Louis County

President of International Students Organization at Principia College (2008-2009)

- Conduct and maintain order at International Student’s Organization meetings
- Determine Meetings Agenda
- Develop goals for the team with the help of the executive board
- Represent international student’s concern at the college’s student senate
- Delegate responsibility to executive members
- Organize the Whole World Festival
- Mentor incoming international students

Director of the Pan African Conference at Principia College- 2008 & 2009

- Producing a detailed proposal for a yearly theme for the conference
- Working hand in hand with the Graphic Designer to create a logo, website and affiliated arts for the conference
- Preparing budget, fundraising and managing Conference’s finances
- Securing and booking suitable venues
- Seeking speakers for the event
- Coordinating speakers’ pay, travel plan, stay and departure
- Planning room layout and entertainment scheduling
- Overseeing the dismantle and cleaning of site after event

Principia Internet Radio Sports Announcer: (2008-2009)

- Present live soccer commentaries at college games
- Interview guests and moderate panels or discussions
- Announce station programming information
- Comment on relevant sports stories

Special Interests: Jogging, playing soccer, creative writing, cooking

Extra Curricula Activities:

1. Executive Officer of the Whole World Festival- Principia College 2010
2. Writer at *The Pilot*, College Magazine at Principia College.
3. Rugby player for the college rugby team 2008
4. Volunteered for Habit for Humanity St. Louis 2007
5. Player, intermural soccer 2008-2011
6. Volunteered for Tenacre Christian Science Nursing Organization for Summer of 2016