

KEVIN E. DOHERTY

Email ♦ Phone ♦ Address

EDUCATION:

DePaul University | BA in International Studies, Minor in Spanish

Graduation Date: June 2013

Chicago, Illinois

- University Honors Program, Dean's List Chicago, Illinois
- International Studies Concentration: Political Economy and Cultural Formations in Latin America
- Certificate in Geographic Information Systems (GIS)
- University Honors Senior Thesis: "The Stories of Jesús Malverde: From Bandit to Narco-Saint"

SKILLS:

- Microsoft Office Suite, including Word, Excel, PowerPoint, Publisher, and Outlook; ArcGIS (ArcMap); LexisNexis; Adobe Acrobat; PeopleSoft
- Advanced research skills; multi-tasking; professional writing; copy-editing; attention to detail; data analysis; collaborative problem solving; critical thinking; ability to work independently

WORK EXPERIENCE:

DePaul University | College of Communication

September 2013 to present

Department Assistant, Office of the Dean

Chicago, Illinois

- Coordinate materials for personnel committee to evaluate tenure and promotion candidacies and conduct formal reviews
- Administer Online Teaching Evaluations for 200 courses quarterly to ensure statistically significant responses and timely operations
- Compile data and reports from PeopleSoft databases to support faculty initiatives, such as integrating student evaluation data into program reviews
- Aggregate programmatic market research to support Program Directors and Associate Deans in curricular innovations
- Perform administrative tasks for office management, including updating directories, creating travel budget projections, and coordinating quarterly office hour schedules for 65+ adjunct faculty

DePaul University | College of Liberal Arts & Social Sciences

August 2011 to June 2013

Student Assistant, Department of International Studies

Chicago, Illinois

- Performed general office duties including answering phones, directing office visitors, managing office facilities, and maintaining a conference room reservation system to ensure smooth daily operations
- Provided support for department faculty committees to create fall and spring academic conferences and other programmatic initiatives
- Advised current and prospective students regarding curricular requirements and upcoming courses

Schubas Tavern | Live Music Venue

June 2012 to July 2013

Promotions/Production Assistant

Chicago, Illinois

- Liaised between band and venue by managing set time punctuality and sound check administration; provided hospitality to musical guests as needed; and administered nightly operating budgets
- Distributed daily production materials to prepare venue and staff for upcoming shows
- Drafted press releases for upcoming shows and maintained poster advertising inventory to ensure timely, effective marketing practices

Lincoln Hall | Live Music Venue
Security/Production Assistant

October 2009 to November 2011
Chicago, Illinois

- Worked closely with sensitive data to administer venue operations by calculating nightly band payments, coordinating guest list and will call ticket distribution, selling tickets to guests
- Monitored and managed crowds of 300-500 people four nights weekly to produce comfortable and safe concert environment
- Learned greater tenacity and self-confidence when dealing with emergency situations and addressing large groups of people
- Utilized Microsoft Word and Excel regularly for building and production operations

RESEARCH EXPERIENCE:

DePaul University | with Professor Heidi J. Nast, Ph.D.
Research Assistantship

November 2011 to July 2012
Chicago, Illinois

- Explored primary documents and extracted historical trends from magazines and newspapers to produce detailed written and visual material in research reports
- Communicated daily progress and problem areas to track research development and plan future directions

LEADERSHIP EXPERIENCE:

DePaul University | Student Government Association
Senator for the College of Liberal Arts & Social Sciences

2012-2013 academic school year
Chicago, Illinois

- Served on Grade Challenge and Academic Affairs Committees to ensure fair deliberation on student cases and advocate on behalf of student academic interests
- Implemented statewide outreach campaign for college textbook affordability legislation by coordinating with 29 colleges and universities across Illinois
- Participated in task forces on Internationalization & Globalization and Student Success to implement “Vision 2018,” DePaul’s strategic plan

DePaul University | Department of International Studies
Student Representative

2011-2012, 2012-2013 academic school years
Chicago, Illinois

- Regularly attended departmental faculty meetings to voice student concerns to faculty
- Spearheaded campaign petitioning the university provost to allocate increased funding to the Department of International Studies
- Co-founded quarterly student newsletter, arranged weekly meetings, commissioned and edited submissions, formatted and distributed publication
- Initiated local chapter of Sigma Iota Rho Honors Society for International Studies to acknowledge student academic achievements
- Participated in undergraduate program review and developed 5 year BA/MA joint degree in International Studies

VOLUNTEER/INTERNSHIP EXPERIENCE

e-International Relations | IR student journal
Associate Editor

January 2013 to July 2013
<http://www.e-ir.info>

- Screened, edited, and published student essay submissions
- Developed new ideas for student essay submission system, future topical/thematic calls for papers to continue the journal’s growth and continued relevance
- Maintained working knowledge of the international relations field, theoretical frameworks, and current events