



JB

JOHN M. BALLOVERAS

10920 S.W. 116 STREET, MIAMI, FLORIDA 33176

EDUCATION

Bachelor of the Arts

Fall 2018

University of Florida,
Gainesville, FL

Majors: Political Science,
International Studies Minor:
Chinese Studies

Certificates: International
Relations

International Scholars
Program

Overall GPA: 3.96/4.0

SKILLS

Languages:

- English and Spanish (bilingual)
- Mandarin Chinese (conversational, able to read and write in Traditional and Simplified)
- Portuguese (reading proficiency)

Technical Skills: Microsoft Office Suite, Stata

WORK EXPERIENCE

Administrative Assistant- Taipei Economic and Cultural Office

February 2019-Current

Provided administrative assistance such as scheduling and event planning; communication and travel logistics; maintain office policies; prepared and edited letters, speeches, presentations, and reports pertaining to US-Taiwan relations; and represented the office in meetings and networking events.

Lifeguard- Girl Scouts of South Florida and Alper Jewish

Community Center

Summer 2016 and 2017

Counselor- Deering Estate State Park

Summer 2015

Planned and executed lessons and activities to teach students and visitors Florida history, marine biology, and environmental studies.

AWARDS AND ACHIEVEMENTS

- National Honor Society
- Golden Key International Honors Society - Elected Spring 2017
- Phi Kappa Phi -Elected Fall 2017
- Bright Futures Scholarship (Florida Academic Scholars) 2015- 2018
- Member of Model United Nations
- Member of Pi Sigma Alpha Political Science Honor Society
- Dean's List – Fall 2015 through Spring 2018
- President's Honor Roll – Fall 2016

INTERNATIONAL EXPERIENCE

- UF in India Study Abroad Research Program in Non-Governmental Organizations and Development
- Beijing, Xi'an, Shanghai Overseas Study Program
- Taiwan, Hong Kong, Thailand Overseas Study Program
- Spain and Italy Overseas Study Program
- Peru Overseas Study Program



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