

Kokila Mendis

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Qualifications Summary:

- Background in Education and Outreach, Political Science, Immigration, Integration and Gender and Race Studies with specialties in Europe, North America and sub-Saharan Africa
- Experience writing and implementing federal and EU grants (Title VI, FLAS, Project GO, National Endowment for the Humanities, & the EU's Getting to Know Europe)
- Co-wrote grants that resulted in more than \$450,000 for two years of grant programming
- Experience in project management when creating and overseeing the implementation of large-scale event series and grant programming
- Proven leadership running an intensive, professionalization internship with 6-8 advanced undergraduate students per semester for two years
- Graphic design skills making publicity and informational brochures, posters, flyers, website content & logos using Adobe Illustrator, Photoshop and InDesign
- Computer proficiency in Microsoft Windows and Mac OSX (80 WPM) including maintenance, troubleshooting and installation and thorough knowledge of Microsoft Office and Adobe Illustrator, InDesign and Photoshop
- Advanced proficiency in Swedish, intermediate proficiency in Swahili & novice proficiency in French and an overall acumen for language learning

Education:

PhD in Political Science, Comparative Politics

May 2017

University of Florida, Gainesville, FL

Dissertation entitled: *Problematizing Multiculturalism: Race and the Integration Experiences of Swedish Women of Color* (Defended February 6th, 2017)

Concentrations in Comparative Politics, Political Theory, Immigration, Integration, Critical Race Theory, Gender Studies (Intersectionality), Western European Politics, Welfare Politics, Public Administration (GPA: 3.82)

MA in Political Science, Comparative Politics

May 2014

University of Florida, Gainesville, FL

Concentrations in Comparative Politics, Political Theory, Public Administration (45 Semester Hours; GPA 3.84)

BA in Political Science

August 2010

University of Florida, Gainesville, FL

Minor in African Studies

Concentrations in Gender Studies and Development, Privatization and Development, Water Politics, Education Inequality. Graduated cum laude. (96 Semester Hours, GPA: 3.66)

Employment History:

Education Programs Coordinator II (Outreach Coordinator)*August 2015 - Present**University of Florida, Gainesville, FL*

Center for European Studies

3324 Turlington Hall, P.O. Box 117342

Gainesville, FL 32611-7342

Salary: \$38,000 USD/year

Hours per week: 40

Duties:

- Writing and implementing federal (Title VI - pending, FLAS - pending, IIE's Project GO - \$250,000 renewable, National Endowment for the Humanities - \$100,000), EU (Getting to Know Europe - \$100,000) and institutional grants (Hungarian Initiatives Foundation Grant - \$10,000)
- Project management creating and overseeing the implementation of large-scale event series and grant programming
- Developing and running an intensive professionalization internship with advanced undergraduate students (6-8 per semester)
- Community outreach partnering with K-12 school board officials, teachers and students
- On-campus community-building implementing programs and events with other departments and academic centers
- Graphic design creating publicity and informational brochures, posters, flyers, website content and logos using Adobe Illustrator, Photoshop and InDesign

Accomplishments:

- Significantly increasing the operational budget of the Center through successful grant applications (\$450,000 from grants that I co-wrote)
- Strong collaborative relationships made across campus and in the Gainesville/Alachua County community
- Increased awareness of the Center throughout the university's student body and the local community from high visibility advertising and a successful rebranding campaign
- Successful events that have led to new partnerships and research projects
- At times, managed a demanding schedule: e.g. personally planned and implemented nine separate events in a two-week period
- Interns who have gone on to receive competitive internships and student positions at the University of Florida and who have been accepted to prestigious graduate programs (wrote letters of recommendation, worked on cover letter and curriculum vitae writing, guidance on applying for graduate programs, etc.)

Job-Related Skills:

- Grant writing and implementation
- Project management and leadership skills
- Cooperation and team work
- Event planning
- Graphic design

Graduate Assistant*May 2015 – August 2015**University of Florida, Gainesville, FL*

Center for European Studies
3324 Turlington Hall, P.O. Box 117342
Gainesville, FL 32611-7342

Salary: \$25.37 USD/Hour
Hours per week: 30

Duties:

- Data collection and analysis for federal and institutional grant applications, which I later co-wrote as Outreach Coordinator (IIE's Project Global Officer (GO) - \$250,000 renewable and the EU's Getting to Know Europe - \$100,000)
- Developing and running an intensive professionalization internship with advanced undergraduate students (6-8 per semester)
- Assisting in events and Center programming

Accomplishments:

- Significantly increased the operational budget of the Center through successful grant applications (\$350,000 from grants that I researched as graduate assistant and later co-wrote as Outreach Coordinator)
- Further developed the structure of the internship that I have now run for two years

Job-Related Skills:

- Grant writing and implementation
- Cooperation and team work
- Office Administration

Hourly (OPS) Student Assistant

May 2015 – August 2015

University of Florida, Gainesville, FL
Center for European Studies
3324 Turlington Hall, P.O. Box 117342
Gainesville, FL 32611-7342

Salary: \$15.50 USD/Hour
Hours per week: 20

Duties:

- Data collection and analysis for federal and institutional grant applications, which I later co-wrote as Outreach Coordinator (IIE's Project Global Officer (GO) - \$250,000 renewable and the EU's Getting to Know Europe - \$100,000)
- Developing and running an intensive professionalization internship with advanced undergraduate students (6-8 per semester)
- Assisting in events and Center programming

Accomplishments:

- Significantly increased the operational budget of the Center through successful grant applications (\$350,000 from grants that I researched as graduate assistant and later co-wrote as Outreach Coordinator)

- Established the structure of the internship that I have now run for two years

Job-Related Skills:

- Grant writing and implementation
- Cooperation and team work
- Office Administration

Teaching Assistant – CPO2001 Introduction to Comparative Politics

August 2014 – December 2014

University of Florida, Gainesville, FL

Department of Political Science

234 Anderson Hall, P.O. Box 117325

Gainesville, FL 32611-7325

Salary: \$7,500 USD/semester

Hours per week: 20

Duties:

- Prepared and delivered weekly lectures on comparative governments.
- Led a post lecture discussion with two classes of 26 undergraduate students.
- Held 3 hours of office hours weekly and communicated regularly with students over email and through an online course portal.
- Wrote, administered and graded quizzes and tests with fellow TAs.
- Input and managed grades for all 52 students.

Accomplishments:

- Received "above average" teaching evaluations from both classes.
- Received an ("extra") superior evaluation from faculty supervisor.
- Several of the students from this class have since applied for and been accepted to the internship that I currently run.

Job-Related Skills:

- Clearly organizing and relaying information successfully to others.
- Engaged and enthusiastic leadership.
- Successful and meaningful mentorship.
- Effective communication with supervisor and peers.

Laboratory Assistant

August 2011 – May 2014

University of Florida, Gainesville, FL

Department of Chemistry

136 Leigh Hall, P.O. Box 117200

Gainesville, FL 32611-7200

Salary: \$7.80 USD/Hour

Hours per week: 14-20

Duties:

- Customer service

- Supervising laboratory safety conditions
- Supervising undergraduate students
- Inventory maintenance and restocking

Awards & Scholarships:

2015

- Barbara Noreen Roth Memorial Award for community service, UF Department of Political Science \$500

2014

- O. Ruth McQuown Graduate Award, College of Liberal Arts and Sciences \$7,500
- Graduate Research Award, University of Florida Graduate School \$1,000
- Summer FLAS (Swedish), University of Florida Center for European Studies \$8,500,
- Malmberg Scholarship for Study in Sweden, American Swedish Institute \$6,000

2012

- Academic Year FLAS Fellowship (Swahili) \$15,000
- Summer Foreign Language and Area Studies Fellowship (FLAS) (Swedish), University of Florida Center for European Studies \$8,500

Language Skills

Swedish

- Advanced Spoken, Written & Read
- Have maintained speaking, reading and writing skills

Swahili

- Intermediate Spoken, Written & Read
- Took 22 Credit Hours from 8/2009 – 5/2013 (Swahili GPA: 3.95)
- Using the language would require a few weeks to revisit the language

French

- Novice Spoken, Written & Read
- Took four years of International Baccalaureate French classes throughout High School
- Using the language would require a few months to revisit the language

Professional References:

Dr. Amie Kreppel (Supervisor). Associate Professor in the Department of Political Science, *University of Florida*. Contact info: kreppel@ufl.edu. (352) 273-2399

Lisa Booth (Supervisor). Executive Director of the Center for European Studies, *University of Florida*. Contact info: lbooth@ufl.edu. (352) 294-7152

Dr. Aida Hozic. Associate Professor in the Department of Political Science, *University of Florida*. Contact info: hozic@ufl.edu. (352) 273-2396