

# Maelia DuBois

## EDUCATION

**Ph.D. Candidate**, University of California, Berkeley, California, September 2014 – present

- Current GPA 3.94, expected completion of degree in 2020
- Field specialization in Late Modern European History, with an emphasis on Germany

**B.A. Degree**, Lewis & Clark College, Portland, Oregon, May 2012

- Double major: History and German Studies
- Honors thesis in History, honors thesis in German Studies
- Cumulative GPA: 3.83, *magna cum laude*, Dean's List, Dean's Scholarship
- Junior year abroad at Ludwig-Maximilians-Universität, Munich, Germany, 2010-2011

## PROFESSIONAL & WORK EXPERIENCE

**Graduate Student Instructor & Reader**, History Department, University of California, Berkeley, 2015-present

- Taught biweekly 1-2 hour section meetings to complement undergraduate lecture courses taught by history professors, with responsibility for approximately fifty students per semester
- Wrote lesson plans, discussed course readings, facilitated in-class discussion, held office hours, offered mentoring, graded and provided feedback on student writing, and prepared students for examinations

**Digital Communications Assistant**, Digital Humanities at Berkeley, University of California, Berkeley, 2014-2015

- Provided back-end website management help, including basic website code debugging, and helped with site copying and migration
- Helped in publicizing, planning, and coordinating Digital Humanities events, newsletters, and cross-departmental collaborations

**Foreign Language Teaching Assistant**, Deutsche Pädagogische Austauschdienst (PAD), Mainz, Germany, 2013-2014

- Chosen for a competitive second year grant extension from the German government to continue as an English language teaching assistant
- Continued teaching English at the same school in Germany with increased pedagogical responsibilities

**English Language Teaching Assistant**, Fulbright Program, Mainz, Germany, 2012-2013

- Taught English at the middle and high school levels to nonnative speakers, including grammar, literary analysis, essay writing, and American culture
- Acted as an American cultural ambassador to Germany

**Library Collections Management Assistant**, Lewis & Clark College, 2008-2012

- Processed periodicals (including newspapers, magazines, scholarly journals, microfilm, and microfiche) as well as research volumes
- Used library's cataloging system, Millennium, to check-in periodicals, cull for binding, modify holdings records, and process discards and new acquisitions

**German and English Foreign Language Tutor & Translator**, USA and Germany, 2008-2014

- Individual foreign language tutoring for both German and English language learners, from middle school to university levels, in grammar, reading comprehension, and vocabulary
- Private translation and proofreading services for students, professionals, and firms

## INTERNSHIPS & FELLOWSHIPS

**Program Assessment & Evaluation Fellow**, Digital Humanities at Berkeley, University of California, Berkeley, 2015-2017

- Chosen to participate in the Graduate Student Assessment Fellows Program through the Berkeley Center for Teaching and Learning
- Created an assessment plan for Digital Humanities-funded courses and collected data on their reach, effectiveness, and possible improvement through surveys and classroom observation

**Research Intern**, Haus der Geschichte, Bonn, Germany, Summer 2013

- Assisted Dr. Joachim Westholt in finding items and creating text and exhibition plans for the exhibition “Daily Life in the German Democratic Republic,” which opened in mid-2014
- Improved research, written, and historically specialized German language skills

**Undergraduate Research Fellow**, Deutsche Akademische Austauschdienst (DAAD), junior year of study in Munich, Germany, 2010-2011

- Conducted independent historical research at the Bayerische Staatsbibliothek and other Munich archives in preparation for an undergraduate honors thesis
- Participated in a full course of study at Ludwig-Maximilians-Universität, Munich

**Archival Intern**, Southern Oregon Historical Society, Medford, Oregon, Summer 2010

- Catalogued and translated German-language holdings, including newspapers, journals, financial records, and legal agreements
- Shelved and reorganized collections under a new classification system

**EXTRACURRICULAR EXPERIENCE**

**Co-Chair**, “Der Kreis” German History Working Group, University of California, Berkeley, 2016-2017

- Planned biweekly meetings for graduate students and professors to provide feedback on members’ books, articles, and chapters in progress, including space reservations, communication, and food orders
- Invited prominent guest speakers from other universities to visit the group and present their work, planned the logistics of these visits, and secured grant funding for all group events

**History Department Representative**, Graduate Assembly, University of California, Berkeley, 2015-2017

- Chosen to represent the history department on a 100-member committee to oversee graduate student affairs, pass resolutions in response regarding university policy, and oversee distribution of funding
- Inform students within the history department of events and funding opportunities available through the Graduate assembly and help them to apply for said funding

**History Department Representative**, Student Academic Affairs Board, Lewis & Clark College, 2011-2012

- Selected by department chair to act as representative on a 30-member committee to oversee the distribution of \$60,000 in funding for student research and arts grants
- Helped students within the history department to formulate and edit grants for submission to the board

**LANGUAGE SKILLS**

- German (fluent)
- Spanish (intermediate)
- French (intermediate)