

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)