

# KELLY M. JACKSON, M.A.

PHONE: (647) 221-2843 • EMAIL: KMJACKSON@GMAIL.COM  
40 WILLIAM ST W. APT. B, WATERLOO, ON, N2L 1J5

## EMPLOYMENT

---

*Research Project Manager*     **The Centre for International Governance Innovation (CIGI), Waterloo, ON**  
January 2005 – present

- I am currently responsible for managing multiple aspects of CIGI's research projects in the areas of Canadian Foreign Policy and Complex Diplomacy. These aspects include: overseeing the planning and execution of research-related events; the editing of conference reports, articles and book manuscripts; the active development of CIGI's national and international networks; and the supervision of a small team of junior researchers. I also carry out executive assistant duties for the Centre's Associate Director.
- In 2006, I assumed a key role in the organization of an international conference series occurring in Europe, Canada and Australia which explored the linkages between diplomacy and governance. This role comprised of: collaborating with partner organizations on the development of conference agendas; identifying and inviting speakers and attendees; working with colleagues in Events and PR to ensure the logistical organization and promotion required for each conference, proofing of conference materials and the overseeing of the project's budget.
- Since 2005, I have co-ordinated the production of the foreign policy annual, *Canada Among Nations*. This involves working with contributing authors and the series' co-editors, overseeing all related editing and marketing tasks, and acting as a liaison with the publisher.

*Political Section Intern*     **Canadian Embassy, Berlin, Germany**  
March 2004 – June 2004

- I was instrumental in the organization of a major cross-country speaking tour for a Canadian e-democracy/e-government expert. As well as communicating with German partner organizations on this particular project, I also engaged in frequent outreach to the German think tank and political foundations community.
- I assisted in the planning, preparation and execution of two senior-level delegations' visits to Berlin and accompanied various guest speakers and visiting politicians to speaking engagements and meetings in several German cities acting as an interpreter and representative of the Embassy.
- I contributed to the regular reporting tasks of the section by researching and analyzing German domestic and foreign policy issues, and handled information requests from Foreign Affairs Canada and the general public in English, French, and German.

*Communications Assistant*     **Miriam Foundation, Town of Mount Royal, QC**  
June 2001– August 2001

- One of the main functions of my role was to write grant applications for Miriam Foundation, a non-profit organization whose mandate is to raise funds for Miriam Home and Services (a provider of a wide range of programs for people with intellectual disabilities). In addition to drafting funding proposals, I aided with the identification and targeting of potential donors.
- My duties included writing press releases, contacting media organizations, internet marketing, aiding in the organization of major fund-raising events, and various other administrative duties.

October 2000- May 2001

- As a System Administrator on the inter-university Genius Database Project (Global Expertise Network for Industry, Universities and Scholars), I worked from both home and campus on a part-time basis with a web-based program designed to facilitate the matching of grants and potential recipients.

## EDUCATION

---

*Master of Arts in Political Science and Graduate Diploma in German and European Studies*

September 2001–September 2005

**York University, Toronto, ON**

Major Paper Topic: *The EU's "Big 3" and the Case of the Iraq Crisis and War: Assessing the Prospects for the European Union's Common Foreign and Security Policy*

- In the 2002-03 academic year, I studied at Ruprecht-Karls Universität in Heidelberg, Germany through the Ontario/Baden-Württemberg Student Exchange Program.

*Honours Bachelor of Arts in Political Science (First Class Honours)*

September 1997–June 2001

**McGill University, Montreal, QC**

Major: Political Science

- In the 1999-2000 academic year, I studied at the University of Sheffield in Sheffield, England through a bilateral exchange programme offered by McGill.

## SKILLS AND ACCOMPLISHMENTS

---

- Comprehensive knowledge of MS Office (Outlook, Excel, Word), Windows 2000/XP, Corel Office Suite (WP 8, Quattro Pro 8, Presentations 8), familiarity with SPSS PC, and strong internet research and marketing skills
- Advanced-level knowledge of German and intermediate-level knowledge of French
- Recipient of:
  - Recognition Award and Research Assistantship, The Canadian Centre for German and European Studies, York University (2003)
  - York International Mobility Award, York University (2003)
  - Baden-Württemberg Ministry of Science, Research and the Arts Language Scholarship and Baden-Württemberg Research Scholarship (2002)
  - York University Graduate Assistantship at York Centre for International and Security Studies (2001)
  - McGill University Entrance Scholarship (1997)

## EXTRACURRICULAR ACTIVITIES

---

- Member of the Board of Directors, AIDS Committee of Cambridge, Kitchener, Waterloo and Area since 2006
- Avid traveller , yoga enthusiast
- Volunteer at Oxfam Store (Prenzlauer Berg, Berlin)
- York University: member of the Departmental Council in Political Science and the GPSSA Social Committee
- University of Heidelberg: Europahaus badminton league member, Mixisms Music Symposium founding member