

# Emelia H. Mixter

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Windham, CT 06280  
(850) 755-8158  
emmixt@gmail.com

## EDUCATION

### **Florida State University, Tallahassee** – *International Affairs Masters With a Concentration in History.*

June 2020 – December 2021.

– Graduated with Distinction and a 3.95 GPA

– Recipient of three departmental scholarships

### **University of Otago, Dunedin, NZ** — *History with Minor in Political Science B.A.*

January-2014 - January 2017

### **University of Texas, Austin** — *History with Minor in Political Science B.A.*

August 2015- June 2016

## EXPERIENCE

### **Teaching Assistant at Florida State University, Tallahassee** – *Teaching Assistant*

August 2021–December 2021

Selected to be a teaching assistant for the 50–student class, “Immigrant Experience in Contemporary America,” a writing and research–based class. Performed duties such as responding to emails from students, editing essays, grading assignments, and providing feedback.

### **Uptime App, Remote** – *Ghost Writer*

April 2022–

Part-time ghostwriter for Uptime, an app that summarizes books and documentaries. Read a book or watched a documentary each week and wrote a report on it. Also compiled screenshots and researched additional material that helped the reader better understand the book/film.

### **The Law Office of Anabelle Dias, Tallahassee** – *Legal Assistant*

February 2021–

Hired as a criminal defense legal assistant to aid in duties such as writing motions, researching case law, answering phones, performing client intakes, and compiling discovery. Result: wrote and edited a memo to compel the second judicial circuit court to adopt implicit bias training for jurors, assisted in closing numerous cases.

## SKILLS

Proficient in Excel and Powerpoint

Proficient in MyCase and LexisNexis

Trained archivist

Strong analytical skills

Experienced in handling sensitive information

Background in organizing reports

3.95 GPA in Master’s program

## AWARDS

Toitu Otago Settlers’  
Museum Prize in Local  
History

Three departmental  
scholarships from the School  
of International Affairs

## References

George Bishop, Florida State  
University, Tallahassee FL  
Email: gbishop@lsi.fsu.edu  
Phone: (716) 863-4104

Anabelle Dias, Law Office of  
Anabelle Dias Email:  
anabellelaw@gmail.com  
Phone: 850-422-3427

## **Toitu, Otago Settlers' Museum, Dunedin, NZ — Intern**

November 2014- February 2015

Awarded a two-month internship with the goal of creating an exhibit for the Toitu Settler's Museum in Dunedin, New Zealand. Duties included: Organizing and studying archival materials; writing reports; handling artifacts, and presenting information in an accessible format. Result: Produced an interactive electronic exhibit on the history communities situated around the Otago harbor.

## **Rape Crisis Dunedin, Dunedin, NZ — Phone Support Operator and Collective member**

May 2014 - April 2015

Supported survivors of sexual assault and their family members via phone counseling. Duties included: providing support and resources to clients and their loved ones; visiting survivors in the hospital; helping clients file police reports, and logging sensitive and anonymous call data to maintain the organization's Non Governmental status. Result: Provided essential services to the community of Dunedin.

## **Human Rights Watch, Washington D.C. — Intern**

February 2013 - January 2014

Participated in a wide range of tasks for the Human Rights Watch Asia Division in Washinton DC, some of which included: tracking the activities of Thai companies that exploited indentured labor; transcribing interviews of witnesses; ensuring the identities of sources were kept anonymous; reporting on congressional hearings, and going through legal records to summarize the intent of lawmakers in passing a specific bill. Result: My work was acknowledged in two separate publications.

## **Charlotte in 2012 DNC Host Committee, Charlotte, NC— Intern**

July 2012 - August 2012

Assisted the 2012 Host Committee in throwing a series of events for Democratic delegates and media personnel. Tasks included: logging and information; printing and distributing tickets; keeping a record of the Host committee's activities; taking meeting minutes. Result: Assisted in actualizing a series of successful events that highlighted the beauty of Charlotte, North Carolina.

