

Helen Poe

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EDUCATION

Georgetown University

August 2018 – May 2022

Bachelor of Arts, *summa cum laude*

Washington, D.C.

- Majors: German and Russian | GPA: 3.99/4.00 | First Honors (Fall 2018 – Spring 2022)
- Relevant Coursework: Austrian Literature after the Great War, Contemporary German Literature, Women's Writing after the Fall of Communism, Propaganda in USSR, Russia(n) in Context, Senior Honors Thesis on Domestic Violence in Contemporary Russian Poetry and Music

Middlebury College

June 2021 – August 2021

- Master of Arts Coursework in Russian
- GPA: 4.00/4.00 | 12 Credits Completed

Middlebury, VT

AWARDS

- Fulbright U.S. Student Program Semi-Finalist (*Russia, English Teaching Assistant Program*)
- Phi Beta Kappa Honor Society

WORK EXPERIENCE

German Historical Institute

January 2019 – December 2021

Research Assistant to the Director

Washington, D.C.

- Cataloged primary sources and secondary literature in German and English, retrieved information from archives, translated and transcribed primary source documents
- Communicated in formal and informal German during meetings with supervisors, daily interactions with colleagues, and correspondence with archival staff in Germany
- Assisted with logistical planning and on-site setup for research conferences

Black Cape

December 2020 – April 2021

Human Resources Intern

Arlington, VA

- Managed personnel files and timekeeping records for a small business performing custom software application development for US Department of Defense and Intelligence Community customers
- Prepared executive correspondence for employee salary increases and annual performance bonuses

Georgetown International Relations Association

March 2020

GIRA Kyrgyzstan Program Staff

Bishkek, Kyrgyzstan

- Organized and led English-language public speaking lessons and Model UN workshops for 300 high school students attending Bilimkana Foundation schools in Bishkek, Kara-Balta, and Shabdan, Kyrgyzstan
- Translated from Russian into English in both academic and conversational situations for participants

HumanGeo

July 2016 – January 2018

Administrative Support and Human Resources Intern

Arlington, VA

- Digitized personnel file system, organized job applicant records, verified employee salaries and federal government employment eligibility, organized office events

LEADERSHIP & EXTRACURRICULAR INVOLVEMENT

Georgetown University Orchestra

August 2018 – present

Violin II Section Leader

August 2020 – present

- Communicated students' questions and concerns to director and orchestra managers, advised and coached younger students, managed administrative tasks including music distribution, attendance, and rehearsal setup
- Led online and in-person section rehearsals

LANGUAGES & SKILLS

Languages: English (*native*), Russian (*advanced reading, writing, speaking*), German (*advanced reading, writing, speaking*), French (*intermediate – reading, listening; basic – speaking, writing*), Italian (*basic*)

Relevant Skills: Microsoft Office, Google Workspace, WordPress, Zoom, Citavi, Adobe InDesign, Elementary Java Programming Skills, Database Research, Social Media (Twitter, Facebook, TikTok, Snapchat, Instagram, LinkedIn)