

JAVON A. STOVALL

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Professional Summary

I am a current student at the University of Iowa. During my collegiate career, I've taken a variety of courses that span an exceptionally diverse profile, ranging from human rights to music theory. I've engaged in a wide range of leadership activities as well, in everything I do – at work, in student organizations, and finally in my experience with the University of Iowa Student Government. My work experience also reflects a wide range of interests, as the unorthodox path I've taken through my curricular studies has been augmented by an equally diverse work experience. *Strengthsfinder Results: Woo, Communication, Futuristic, Positivity, Incluser*

Skills

Drafting Legal Documents and Correspondence
Data Entry and Statistical Organization
Public Speaking and Professional Communication
Event Planning and Project Management
Critical and Strategic Thinking

Emotional Intelligence and Conflict Resolution
Information-Technology Proficiency
Administrative Writing and Processing
Extensive Networking and Relationship Building
Community Outreach

Education

Kirkwood Community College: Associate of Arts
Major: Liberal Arts and Sciences

The University of Iowa: Bachelor of Arts
Major: Political Science (International Relations)
Minor: Philosophy

Affiliations

Member: Phi Alpha Delta pre-law fraternity
President: Old Gold Acappella
Member: Acappella Education Association
Member: Holidays at IMU Planning Committee
Member: Hancher Auditorium Presidential Charter Committee
Member: University of Iowa Library Student Advisory Committee
Senator-At-Large: University of Iowa Student Government
Committees: Health and Safety, Justice and Equity

August 2014-May 2015
September 2015-current
September 2015-current
March 2017 – Dec 2017
April 2018-current
April 2018-current
January 2018-current

Speaking

Emcee: Sigma Alpha Iota “Mister Music Pageant”
Panelist: The Passport Project: Student Organizations at the University of Iowa
Guest Speaker: The Importance of College and My Experience at Iowa
Emcee: Alpha Kappa Delta Phi “Mr. Pink Pageant”
Guest Speaker: “Experiential Intersectionality”, UI Through My Eyes

March 26, 2017
September 13, 2017
January 12, 2018
March 4, 2018
April 11, 2018

Other Activities

Alternative Spring Break Service Learning: Detroit, MI: *The Arts*
Participant: LeaderShape Institute
SURGE UI: Campaign Advisor, Speechwriter
Iowa Intersectionality Network
Library Student Ambassadors Program

March 10-15, 2018
January 5-10, 2018
March 2018 – April 2018
Project in Development
Project in Development

Papers

The Bottom Billion: Why Ethiopia is Failing and What can be done about It.
Terrorists as Illegitimate Combatants: The Unique Legal Status of a Terrorist.
Drone Use by the United States: Addressing the Changing Nature of War.
Accession into the European Union: The Effects on Post-Soviet Croatia.
The Provisional Irish Republican Army: Evolution, Recruitment, Organization, Tactics, and Standing.

Experience

Office Assistant, Division of Sponsored Programs

The University of Iowa, Iowa City, IA

March 2015 – Present

- Consolidated office procedure to provide a comprehensive manual for future student workers
- Helped implement a transition to a paperless office, electronically archiving nearly 40,000 files
- Helped manage a new electronic system (eDSP)
- Developed proficiency with external grant management programs (iowagrants.gov)
- Managed awarding process for non-monetary agreements
- Trained new students on office and University grant/contract management procedures (2)
- Developed familiarity with external sponsor sources (Examples: private funding, NIH, NSF, DoD, public and private universities, medical/pharmaceutical corporations, DHS, IDPH)
- First student to participate in office-wide "fun committee" for staff appreciation

Executive Intern, Old Capitol Opera

Iowa City, IA

March 2016 – August 2016

- Provided executive administrative support
- Managed financial transactions
- Ran social media pages
- Aided in marketing and advertising plans
- Performed statewide PR support and consultation
- Engaged in fundraiser and event planning

Assistant Undergraduate Director, Student Legal Services

The University of Iowa, Iowa City, IA

April 2015 – May 2016

- Organized, planned, and marketed educational events, fundraisers, and presentations
- Served as a liaison to UI Student Government
- Tracked and maintained client statistics
- Prepared Quarterly/Yearly Reports for the office
- Designed and implemented client assessment questionnaires
- Coordinated Calendars between clients, attorneys, and interns
- Prepared office pamphlets and other informational aids
- Transferred paper files to electronic storage

Law Clerk, Criminal/Family Law

Viner Law Firm, PC, Cedar Rapids, IA

August 2014 – October 2014

- Set up for meetings
- Drafted correspondence with clients
- Drafted and filed legal documents
- Provided research for superiors
- Aided in new firm startup

Computer Lab Assistant

Kirkwood Community College, Iowa City, IA

August 2013 – August 2014

- Assisted students and faculty with problems in the campus' computer labs
- Demonstrated new software
- Aided computer hardware classes
- Technological troubleshooting
- Performed extensive general office duties and computer cleaning
- Coordinated computer hardware transfers between campuses