Jack Maguire

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# SUMMARY OF QUALIFICATIONS

* Expert writer
* Significant experience in program development, project support, and grant writing and reporting
* Experience designing and implementing public fundraising campaigns
* Significant experience editing and reviewing others work
* Creative, detail-oriented individual with the capacity to problem solve and multi-task

# EDUCATION

## PhD Candidate in Sociology August 2017-Present

## Florida International University, Department of Global and Sociocultural Studies; Miami, FL

## Bachelor of Arts in History and Bachelor of Arts in Anthropology May 2015

University of Wyoming; Laramie, WY

**Advanced Ethnographic Methods Course July 2014**

Isla Mujeres Ethnographic Field School; Isla Mujeres, MX

# RELEVANT WORK EXPERIENCE

# Development Manager, Florida Immigrant Coalition (FLIC) July 2023-Present

# Is responsible for procuring sources of funding to support and expand the organization’s work in collaboration with the Executive Team and different departments. Responsibilities include creation of fundraising campaigns, project proposals, grant writing and reporting, and donor engagement and retention.

# Adjunct Professor, Florida International University: Global and Sociocultural Studies Department November 2022-May 2023

# Designed and taught the Immigrants and Refugees (SYD4237) online course for junior and senior level undergraduate students during the Spring B 2023 semester

# Paralegal, Detention Program: Americans for Immigrant Justice November 2022-February 2023

# Daily drafting and mailing client specific immigration documents, fielding the calls from the detention hotline, scheduling consultations for people who were detained with our attorneys, and conducting country conditions research

# Required significant amounts of multitasking, strong follow up skills, and project prioritization to meet client needs and court deadlines

# Ph. D Student/Candidate, Florida International University: Global and Sociocultural Studies Department August 2017-Present

# Underwent rigorous training to efficiently read and analyze large amounts of literature in a short timeframe with tight deadlines

# Responsible for designing and implementing original research project

# Responsible for writing letters of intent and grants to find additional sources of funding

* + Responsible for data analysis and writing the final product
* **Co-Founder/Coordinator, Global Immigration and Migration Initiative August 2018-July 2023**
	+ Florida International University endorsed project to create an intradisciplinary immigration research center at FIU
	+ Work with a team responsible for program development, pitching funding ideas and proposals, applying for grants, and coordinating with administrative bodies at FIU to host events
	+ Responsible for coordinating meetings and maintaining timely communication with various academics, administrators, students, and VIPs
* **Teaching Assistant, Florida International University: Global and Sociocultural Studies Department**  **August 2017-August 2022**
	+ Responsible for reviewing and editing students’ work and grading
	+ Conducted data collection for professors’ research
	+ Designed lectures and helped teach courses

# ADDITIONAL SKILLS

**Technical:** Qualitative Analysis; Public Speakingt

**Languages:** Fluent in reading, writing, and speaking Spanish

**REFERENCES**

Dr. Guillermo Grenier: grenierg@fiu.edu

Juan Gomez, Esq.: jcagomez@fiu.edu

David Skipp: dskipp@fiu.edu