

JESSICA ROY

EDUCATION

BACHELOR OF LIBERAL ARTS & SCIENCES

University College Maastricht

2024 - Present

Interdisciplinary coursework focused on political science, economics, and law. Developed analytical thinking, academic writing, and interdisciplinary perspectives on political and legal systems.

INTERNATIONAL BACCALAUREATE (IB) DIPLOMA

Berlin International School

2016 - 2023

Completed a rigorous international curriculum with a focus on humanities and social sciences. Strengthened skills in independent research, writing, and working in teams.

FOUNDATIONAL COURSE IN FINANCE

INTO Financial Coaching, Berlin, Germany

Jun 2023 – Aug 2023

Gained basic understanding of budgeting and financial literacy. Built confidence in dealing with numerical information and learning economic concepts.

ACADEMIC PROFILE

Internationally minded student in the second year of a Bachelor of Liberal Arts & Sciences at University College Maastricht, with a strong interdisciplinary foundation from the International Baccalaureate Diploma. Interested in politics, economics, and law. Multilingual and experienced in cross-cultural environments, with growing skills in research, analysis, and communication.

WORK EXPERIENCE

THE LANGSTON COMPANY, DENVER, USA — INTERN / APPRENTICE

Oct 2023 – Feb 2024

My tasks:

Proofread reports and other written materials prior to publication.

Identified grammatical, stylistic, and structural errors and suggested improvements.

Gave constructive feedback to colleagues on clarity, logic, and readability of their work.

What I gained:

Attention to detail through learning to spot inconsistencies and small errors in complex texts.

Analytical reading through developing my ability to quickly understand and evaluate data.

Professional communication, which I practiced by giving clear and respectful feedback to senior colleagues.

Better understood the importance of accuracy and reliability in research-based work

WORKFIELD GMBH, BERLIN, GERMANY — SERVICE STAFF

Jun 2024 – Aug 2024

My Tasks:

Performed customer service tasks such as taking orders and serving drinks at events.

Helped set up and dismantle event spaces and supported logistical preparations.

Worked in a team to ensure smooth running of events with diverse clients and guests.

What I gained:

I became more confident interacting with a wide range of people in different situations.

I learned to coordinate with colleagues in a fast-paced, sometimes stressful environment.

I became more adaptable, and got used to quickly adjusting to new venues, roles, and tasks.

Responsibility & reliability through gaining a better understanding of the importance of being punctual, organised, and dependable in service roles.

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RELEVANT COURSES

- Introductory courses to Political Science, Economics, Law and Legal Reasoning
- Economics of Information
- Political Sociology
- Human Rights: Principles and Polemics
- Political Philosophy
- Contemporary World History
- Science, Reason, and Human Progress

LANGUAGES

- English - C1
- German - C2
- Chinese - A2

SKILLS

Research & Analysis:

- Interpreting texts and data critically
- Synthesising information across different disciplines (politics, economics, history)
- Editing and improving the clarity of others' written work
- Communication, academic writing, and proofreading
- Customer-facing communication in German and English

Organizational Skills:

- Time management in demanding academic and work environments,
- Event preparation and logistics,
- Working efficiently in different settings

Technical / Academic Tools:

- Confident using standard office and Google tools (Word, PowerPoint, Excel),
- intermediate skills in JavaScript

EXTRACURRICULAR ACTIVITIES

• **Politics Committee - Treasurer**

Managed the committee's budget, tracked expenses, was in charge of purchasing, and ensured transparent use of funds. Helped organise debates, panel discussions, and guest lectures by coordinating logistics and supporting promotional efforts. I developed strong financial management and organisational skills, learned to coordinate academic events effectively, and strengthened my ability to collaborate with diverse peers toward shared goals.

• **Book Club Committee - Treasurer**

Oversaw the committee's finances, organised reading sessions and themed events, helped facilitate collaboration with other student committees, and contributed ideas for activities. This bettered my communication and planning skills, improved my capacity to manage small budgets, and improved my abilities in community building and cooperation with other committees.

• **Independent Body - Policy Specialist (Universalis)**

Served as a member of my study association's Independent Body, an independent entity that acts as a mediator in disputes, supports conflict resolution processes, oversees election procedures, interprets policy and writes financial reports. The Independent Body insures transparency, fairness, and adherence to Dutch law and internal statutes. This strengthened my understanding of the processes of governance, maintaining confidentiality, and institutional integrity. I was able to show skills in impartial decision making and in handling sensitive situations while making sure fairness was maintained.