CURRICULUM VITAE

**Eugene A. Gills**

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**EDUCATION:**

                         **B.A. in English Language and Literature**

  **Pembroke** **College, University of Oxford**

        **09/2003-06/2009**

 **English Major**

 **Result: 4.0 GPA**

  **University of Hawai’i at Manoa**

        **08/2002-06/2003**

  **Newcastle** **Royal** **Grammar School**

 **Result: 10 GCSE’s, 4 AS-Levels**

        **09/1996-06/2002**

**WORK EXPERIENCE:**

 **Research Assistant**

 ***School of Geography, Politics and Sociology***

 ***Newcastle University***

 ***NE1 7RU***

 **05/2010 - 01/2011**

Part-time research for the Politics Department at Newcastle University. At this position I have been doing primary research for a multi-volume study of historical dialectics in global history entitled “Capital and Power: A Global History”.

                           **Census Enumerator**

                           ***U.S. Census Bureau, Honolulu***

                           ***HLCO, Ala Moana Boulevard***

                           ***96813***

                                                                                                                        **04/2010 - 07/2010**

Full-time enumerating for the United States 2010 Census. As a Census Enumerator I was responsible for gathering Census information from residents in the Manoa area of Honolulu who did not respond to the postal Census. This position required solid communication skills, particularly in those situations where residents were hostile to the notion of the Census and reluctant to give any basic information. In this position I excelled by achieving the second-highest success rate and efficiency level in my group of 20 enumerators.

**Furlough Friday Instructor**

***PUEO Program***

***Oahu YWCA, Richards St***

***96813***

**11/2009 - 05/2010**

Part-time teaching for a class of 9th and 10th graders from various public schools on Oahu during the academic year 2009-2010 as part of the PUEO program run by Punahou School. At this teaching position I was responsible for designing and implementing an alternative curriculum on those school days which were cut from the school calender by the state legislature for the academic year ‘09-’10. While at this program I taught classes on American History, English Language, English Literature, Film Studies and Art. I organized guest speakers to come on several occasions, and organized events which included visits to the State Capitol, to a local renewable energy company, to a film set for the television show “Lost”, and to a local aquaculture farm. My approach at this position was to include activities and subjects that the students would not otherwise have had access or exposure to, and thus to broaden their horizons beyond what the state curriculum typically encompassed.

                          **Committee Clerk for the Hawaiian Affairs Committee**

                          ***Hawaii State Capitol***

                          ***415 South Beretania St***

                          ***96813***

                                                                                                                        **01/2010 - 04/2010**

 Part-time Committee work for Representative Maile Shimabukuro, Vice Chair of the Hawaiian Affairs Committee. At this position I was responsible for ensuring that all legislative hearings designated to the Hawaiian Affairs Committee ran efficiently and according to the prescribed processes. This involved assembling hearing packets and attending all hearings to assist both members of the committee and the public. In addition to Committee responsibilities, I also assisted with a number of events organized or sponsored by the Hawaiian Affairs Committee. This position required strong organizational abilities as well as an understanding of the legislative processes involved, and an ability to communicate effectively and work under immense pressure both individually, and as part of a team, in order to meet strict deadlines.

 **English Language Instructor**

***Art and Science***

***2615 South King Street
                            Honolulu, 96826***

                                                                                                                        **12/2009 - 02/2010**

Part-time position teaching English as a second language for Korean students aged 10-16. At this private language academy I followed the school curriculum in teaching speaking, listening and writing to Korean students learning English as a second language.

 **Post-Production Assistant**

 ***Rainy Day Films***

  ***London, W1F 8GX***

**10/2009 - 11/2009**

Part-time internship at a post-production studio working on the film “Patagonia”. At Rainy Day Films I acted principally as P.A. to producer Rebekah Gilbertson. This involved diary management, general organisation and frequent multi-tasking. I was also given the opportunity to review pre-production scripts and offer commentary on the script development for such projects.

                         **Bartender/Server**

  ***The Royal Oak***

  ***Oxford***

 ***OX2 6HT, Tel: 01865 310 187***

        **10/2006 - 05/2008**

Part-time bar tending and food service.

    **Receptionist**

  ***Ambrose Appelbe Solicitors***

  ***London***

 ***WC2A 3RA, Tel: 020 7242 7000***

       **05/2006 - 07/2006**

Part-time position as receptionist and administrative assistant. My responsibilities at this company were managing the front desk and reception area, supporting the office staff and distributing incoming correspondence. I was entrusted with greeting clients in a professional manner and managing the front desk with dependability and reliability.

**Intern/Script-reader**

  ***Sarah Radclyffe Productions***

  ***London***

 ***NW1 8XE, Tel: 020 7483 3556***

        **01/2006 - 07/2006**

Part-time internship doing script review and analysis for a film production company.

                         **Intern in Industrial Relations**

  ***Hawai’i Carpenter’s Union***

  ***Honolulu, HI***

 ***96817, Tel: (808) 847 5761***

        **07/2004 - 09/2004**

Full-time paid summer internship shadowing labor union representatives. At the Union I was able to work in a number of departments. I accompanied representatives working in the field: on visits to union construction sites, and on recruiting excursions to non-union sites; I shadowed representatives in the legal department; attended contract negotiations between local labor unions and the US Military; and assisted in the organisation of events for the Public Relations Program and the Apprentice Training Program.

                         **Note-taker**

  ***University of Hawai’i Queen*** ***Lili’uokalani*** ***Center for Student Services***

  ***Honolulu, HI***

 ***96822,***      **08/2002 - 05/2003**

Part-time note-taker for students with disabilities. This position involved attending classes in which students with disabilities were unable to take notes independently, and then producing clear and detailed notes for the students to keep for revision purposes.

                         **Day Care Leader**

  ***Our Redeemer*** ***Lutheran*** ***School***

  ***Honolulu, HI***

 ***96822, Tel: (808) 945-7765***

       **09/2002 - 06/2003**

Part-time supervision and homework instruction for students aged 4-16. As a Day Care Leader I was jointly responsible for the supervision of approximately 60 students for a period of 3 hours each day. This involved helping students complete their homework assignments, and participating in recreational activities such as sports. While at this position I had the opportunity to work with autistic children, and also to participate in the organization of school events, for instance the school fair, and in fundraisers.