

TERRY E. JONES

tj1234@american.edu c: 202-555-0000

Local Address

American University
Letts Hall 107
4400 Massachusetts Avenue, NW
Washington, DC 20016

Permanent Address

5050 Adams Street
Pomono, NY 09876

EDUCATION

Bachelor of Arts, Communication, May 2010
American University, Washington, DC

Honors: Alpha Phi Alpha Fraternity Youth Scholarship (2006), Excellence in Writing Award (2007)

Relevant Courses and Projects:

Writing for Mass Communication: Interviewed 15 local entrepreneurs for 250-word feature article on management consulting

Reporting, Editorial Policies and Methods: Analyzed and compared journalistic styles in the *Washington Post*, *Washington Business Journal* and *Washingtonian Magazine*

Western High School, Pomono, NY, June 2006

Honors: Graduated in top 5% of class, GPA: 3.9/4.0, Selected to be Salutatorian

Relevant Courses: AP Journalism, History, and English

SPECIAL SKILLS

Computer: Proficient in QuarkXPress, Photoshop, Microsoft Office Suite, LexisNexis, Paradox, iMovie

Language: Fluent in Spanish, basic knowledge of French (oral and written)

EXPERIENCE

Hughes Residence Hall Council, Secretary, American University, Washington, DC, January 2009 - present

- Plan 12 social and cultural events per semester for 300 freshman and sophomore residents
- Develop marketing strategies for annual semiformal, aiming to increase attendance by ten percent and reduce costs by \$800
- Edit weekly four-page newsletter, The Hughes News, distributed to 300 residents

Good Hope Camp, Counselor, Severn, MD, May - August 2008

- Designed and implemented 10 weekly social, recreational, and educational activities for 50 teens, ages 13-18
- Trained five junior counselors in camp procedures
- Interacted with parents during regular weekend visits throughout summer

***The Elms*, Western High School, Yearbook Editor, Pomono, NY, September 2005 - June 2008**

- Oversaw layout and production of all six sections of 200-page yearbook distributed to class of 500 students
- Selected and supervised staff of 35
- Wrote 25 articles for five sections, including Sports, Clubs, and Senior Profiles

ACTIVITIES

- Member, Writer's Guild, American University, Washington, DC, January 2007 - present
- Volunteer, So Others Might Eat, Washington, DC, September 2006 - present

KWAME WILLIAMS

McDowell #309, 4400 Massachusetts Avenue, NW, Washington, DC 20016
202-885-5555, kwilla@american.edu

EDUCATION

American University, Washington, DC

BSBA, Marketing, May 2008

Overall GPA: 3.3/4.0

Honors: McNair Scholar, 2006 - present

Relevant Courses and Projects:

Consumer Behavior

- Created marketing campaign for local restaurant; worked in team of five; discussed findings with company using 20-minute PowerPoint presentation
- Analyzed purchasing behavior of consumers to determine marketing strategies; wrote 30-page analysis

Marketing Research

- Conducted three student focus groups of 10 to test new advertising campaign; wrote summary report of findings
- Developed quantitative survey to test likes and dislikes of new product; utilized SPSS to compile results

EXPERIENCE

American University Office of the Registrar

Administrative Assistant to University Registrar, December 2005 - present

- Collect and interpret university professor evaluations of performance that are later used in decisions on tenure, contract renewals, and merit
- Work closely with university registrar and faculty on key issues which affect university community

American University Office of Judicial Affairs

Board Member of Conduct Council, October 2005 - present

- Appointed by Director of Judicial Affairs and Dean of Students to participate in forum for resolution of complaints against students
- Create and enforce academic and social sanctions against students who violate Code of Conduct

American University Undergraduate Admissions Office

Ambassador, September 2005 - present

- Represent university at official functions designed to recruit over 200 prospective students each year
- Selected to speak on student panel held during AU Open House for 400 parents and prospective students

American University New Student Programs

Orientation Leader, May - September 2005

- Selected as orientation leader to welcome more than 1,200 new freshmen to AU
- Led groups of 20 - 25 students throughout two-day orientation focusing on academic preparation, diversity training, community building, and alcohol awareness

SKILLS

Computer: Proficient in Microsoft Office (Word, Excel, PowerPoint) and SPSS

Language: Conversational Spanish

Michael Brown

6241 Green Street, #110
Rockville, MD 20852
H (301) 555-2154 W (202) 555-8672
mb1234@american.edu

PROFESSIONAL PROFILE

- Experience in innovative program development and implementation through current work with Federal Prison Industries
- Proven abilities in leadership, motivating people toward common mission and effectively organizing and utilizing available resources to that end
- Able to grasp and persuasively articulate organizational position, enlist and educate others to assist in needed change
- Extensive experience in effectively interacting with people of various ages, socioeconomic, and cultural backgrounds, including those with physical disabilities, through volunteer work

EDUCATION

Master of Public Administration, American University, Washington, DC, May 2005
Comparative Justice Institute, The Netherlands and London, England, May - August 2003
Bachelor of Arts in Journalism, The Ohio State University, Columbus, OH, June 1999

WORK EXPERIENCE

- Public Affairs Specialist/Co-op, Federal Prison Industries**, Washington, DC, June 2004 - present
- Function as team player; writing copy for reports, brochures, newsletters, corporate newsletter facilitating education efforts with 15 government agencies, private sector parties and congressional interests; instrumental in coordination of Summit on Federal Prison Industries and National Prison Industries Task Force meetings
- Congressional Affairs Intern, Federal Bureau of Prisons**, Washington, DC, January - May 2004
- Tracked legislative activity to assess potential impact on Federal Bureau of Prisons
- Marketing Representative, The Retirement Education Network of America**, Washington, DC, September 2000 - May 2003
- Created and managed new advertising client base for corporate monthly magazine (circulation: 45,000)
- Commodities Exchange Runner, Linnco Futures, Board of Trade**, Chicago, IL, July 1999 - July 2000
- Served as liaison between clearinghouse and 175 traders on trading floor

ACTIVITIES AND HONORS

- Self-Financed 100% of graduate school expenses
- Kappa Tau Alpha--Journalism Honorary Society
- Volunteer--Martha's Table (Soup Kitchen/Shelter)
- Dean's List--fall 1996, spring 1997
- Sigma Alpha Mu Fraternity
- American Society for Public Administration

COMPUTER SKILLS

- | | | | | | |
|---------------|--------------|----------|-----------|-------------|-------------|
| • Word | • PowerPoint | • SPSS | • Excel | • Publisher | • PageMaker |
| • Turbo Stats | • Quicken | • Access | • Twitter | • Wikipages | • Moodle |

Chronological Sample Resume: Graduate student using summary to highlight important skills and separate experience sections, emphasizing international experience most relevant to his degree.

Joseph Karlotus

3231 Fenton Street NW, Apt. #9, Washington, DC 20016 • jk8910@gmail.com • 202-843-3658

SUMMARY OF QUALIFICATIONS

- Currently pursuing a Master's degree in International Development with a focus on Development Economics
- Three-and-a-half years experience in Africa, Latin America, and Asia
- Highly motivated self-starter with excellent management, organizational, and communication skills
- Computer skills: Microsoft Word, Excel, Access, Power Point, PageMaker, SPSS, and Dreamweaver

EDUCATION

American University

Washington, DC

Pursuing M.S. in International Development Management

Expected May 2008

- Current GPA: 4.0
- Relevant Coursework: Survey of Economic Development Policy, Microeconomics, Econometrics, Quantitative Analysis, Accounting, International Development

University of Wisconsin, Madison

Madison, WI

M.S. in Labor Relations, GPA: 3.958

May 2002

- Relevant coursework: Policy Issues in Economic Development; International Health, Population, and Development; Development Theories for Education; Labor in the Global Economy
- Teaching Assistant, Labor in the US Economy course, spring 2002
- Research Assistant, International Monitoring and Corporate Social Responsibility Initiatives, 1999-2000

Wake Forest University

Winston-Salem, NC

B.A. in History and Public Policy (Interdisciplinary), GPA: 3.698

May 1993

- Relevant Coursework: Macroeconomics, Microeconomics, Statistics, Calculus, Public Policy

INTERNATIONAL EXPERIENCE

Gambi Community Hospital

Gambi, Tanzania

Intern/Administrative Assistant

July – September 2005

- Assisted the staff of a rural hospital in a small village in Tanzania with maintaining the budget, writing grant proposals, performing basic medical tasks, and interacting with patients and their families
- This was a voluntary position I took as a means to gain more experience living in a rural setting in Africa

American Center for International Labor Solidarity (ACILS)

Guayaquil, Ecuador

Project Manager

November 2002 – March 2004

- Managed a U.S. Government-funded project which aimed to build the capacity of an association of campesinos and banana workers in Ecuador to help their members improve their working and living conditions in rural communities and banana plantations
- Opened and managed the office, supervised five staff, worked closely with local partner organizations, expanded relationships with international organizations, met with government officials, and performed all administrative tasks, such as maintaining the budget and writing regular reports
- Oversaw successful efforts to revitalize this declining and inactive association into a growing regional force for change encompassing over 1000 members on 50 plantations
- Trained the association's leadership in management, organizational development, and strategic planning

Pop Atziak (Local NGO)

Momostenango, Guatemala

Teacher

July – September 2002

- Taught English and math to local indigenous students and lived with a local family in a rural, highland town. Taught in a local school two days a week and tutored students after school three days a week

Independent Travel around the World

Latin America, Asia, Africa

November 1998 – March 1999, November 2000 – December 2001

- Traveled independently through 30 countries in Africa, the Middle East, South and Southeast Asia, and Central America over a period of 20 months on two multi-month trips
- Delivered medical supplies to indigenous communities in Chiapas, Mexico, and studied Spanish and lived with a local family in Guatemala

OTHER PROFESSIONAL EXPERIENCE

- American Federation of State, County, and Municipal Employees (AFSCME) Council 39** **Gary, IN**
Research Specialist January – July, 2006
- Researched and analyzed corporate data regarding quality of care, financial, and labor standards of hospitals in Gary, IN, in support of AFSCME's efforts to represent its members in collective bargaining with various employers
 - Served as one of three main researchers on AFSCME's campaign to organize 10,000 new members, many of whom were low-income immigrants, in hospitals and other health care institutions around Illinois
- American Federation of State, County and Municipal Employees Local 3299** **Berkeley, CA**
Field Representative July 2004 – November 2005
- Coordinated labor relations and co-led negotiations for a unit of 1000 service employees (food, building, and grounds service) with the University of California, Berkeley
 - As the labor representative, conducted extensive outreach to employees at the worksite (most of whom were Mexican, Chinese, Filipino, and other immigrants), advocated on behalf of members with university and government representatives, trained the local leadership, facilitated committee meetings, and designed communications materials for both the membership and the public
- American Federation of State, County, and Municipal Employees Council 31** **Springfield, IL**
Field Organizer January 1995 – October 1998
- Managed and directed election campaigns for collective bargaining rights for diverse groups of low-income workers across Illinois
 - Performed extensive outreach with workers, facilitated meetings, managed public relations including communications with media, and built partnerships with other community organizations
 - As lead organizer, led or assisted 15 successful campaigns and directed up to four other staff
- Decatur Solidarity Coalition** **Decatur, IL**
Community Organizer January – December, 1994
- Coordinated community-religious coalition in support of 2000 employees who had been locked out of their jobs in a labor dispute
 - Directed group of around 20 religious leaders (pastors, priests, and rabbis) providing support to workers and families unable to find other sources of income during the three-year long dispute
- North Carolina Student Rural Health Coalition** **Winston-Salem, NC**
Undergraduate Coordinator August 1989 – May 1993
- Coordinated student chapter at Wake Forest University of a nongovernmental organization that established health clinics and performed community health education in rural communities of North Carolina
 - Led successful campaign to establish a new primary health clinic in a small, African-American town with no health services
 - Coordinated fundraising efforts that netted more than \$50,000

LAURENCE DAVID CHURSED

1234 Nebraska Avenue, NW, Washington, DC 20016
202-555-1234, LDC@american.edu

EDUCATION

American University, Kogod School of Business, Washington, DC
Bachelor of Science in Business Administration (marketing and finance), May 2007

Universite Catholique de Louvain, Brussels, Belgium

International Marketing Semester, Jan–April 2006

- Completed four courses and an internship in international marketing
- Attended seminars presented by top European business leaders
- Traveled extensively throughout Europe, including Austria, Denmark, Latvia, and Russia

SKILLS

Computer Savvy: Proficient in Microsoft Word, Access, Excel, FrontPage, PowerPoint, Adobe Photoshop, Adobe PageMill, Netscape Composer, Macromedia Fireworks, LexisNexis

Multilingual: Basic knowledge of Hebrew and Spanish (reading, speaking and writing)

RELEVANT EXPERIENCE

Kadlecek, Nedwick, Shroeder and Associates, Washington, DC

Consultant Intern, May 2006–present

- Created 40-page marketing plan for strategic communications and event consulting firm

MAB Parcel Service Europe, Brussels, Belgium

Marketing Analyst Intern, Jan–April 2006

- Updated and improved MAB.com European Web sites
- Analyzed data on usage of MAB.com web site
- Prepared MS PowerPoint presentations on usage data, which were then presented to 50 high-level executives

Agnello and Goldenberg Investments, Inc., Wellesley, MA

Financial Advisor Intern, May–Aug 2005

- Utilized mutual fund software developed by Morningstar and conducted searches to select mutual funds
- Assessed retirement funds to determine future benefits and shortfalls based on amount and diversification of investments using financial planning software

Judy Kurden Gourmet, Boston, MA

Special Events Assistant, May–Aug 2004

- Coordinated and set up 15 business breakfasts, luncheons, and dinners at Rogers Consulting
- Audited daily cash flows ranging from \$500–\$2,000, managed weekly inventory, and distributed products

PROFESSIONAL SOCIETIES

American Advertising Federation, Vice President, May 2006–May 2007

- Managed accounts and media planning projects

American Marketing Association, Chapter Secretary, Jan–May 2006

- Planned six speaker panels attended by 50–100 and kept minutes and chapter history

Alpha Kappa Psi Business Fraternity, Member, Membership, Professional, Social Committees, Sept 2005–Jan 2006

- Created first Annual Leadership Clinic, to mentor high school students on careers in business, attended by 75
- Served as co-chairman of winter gala with 300 participants, celebrating year's accomplishments

JEAN NOMMOREAU

4400 Massachusetts Ave., NW, Washington, DC 20016, 202-555-5555, jean@american.edu

EDUCATION

School of International Service, American University, Washington, DC, May 2007
Bachelor of Arts, Interdisciplinary Studies: Language and Area Studies specializing in France-Europe
Honors: Cumulative GPA 3.89/4.0, Dean's List (all semesters), University Honors Program

Sweet Briar College Junior Year in France: Paris, France, September 2005–May 2006

- Studied European and French politics while directly matriculated in French university system

LANGUAGE SKILLS

Fluent in French, intermediate-level Spanish

EXPERIENCE

Intern. Western Policy Center: Washington, DC, August 2006–May 2007

- Attended congressional hearings, think tank conferences, and other events as representative of public policy organization promoting U.S. interests and Western institutions in southeastern and eastern Europe
- Drafted and distributed memoranda of events intended for use by 25 key officials at center
- Conducted research for monthly 40-page center publication, the Strategic Report, and culled pertinent data for center databases
- Participated in weekly staff briefings and informational meetings regarding center activities, projects, and events

Intern. Association Chretienne pour l'Abolition de la Torture (ACAT) (Christian Association for the Abolition of Torture): Paris, France, November 2005–May 2006

- Monitored global developments in human rights abuses while working in Paris office of international human rights group
- Researched and drafted 15 articles for pending publication on death penalty
- Participated in weekly community meetings to devise ways to raise awareness of death penalty

Human Resources Associate. The Smith Company: Washington, DC, June–August 2005

- Managed human resources department of large telemarketing company with team of ten staff members
- Researched and answered 20-40 daily queries from federal and state governments and employers pertaining to unemployment verifications, welfare funds eligibility, and proof of employment for current and former company employees
- Reconciled payroll by entering employee wages in database and distributing paychecks to staff of 250

Intern. National Coalition to Abolish the Death Penalty (NCADP): Washington, DC, January–April 2005

- Wrote ten biographies of juvenile death row inmates for NCADP Web page and member newsletter
- Planned and attended organizational meetings to prepare to lobby members of Congress
- Solicited donations 10% above previous year and maintained database of 300 NCADP supporters

ACTIVITIES

- Program Director, WVAU, American University Radio Station, January–May 2005
- Group Leader, Freshman Service Experience, American University, August–December 2004
- Volunteer, Calvary Bilingual Learning Daycare Center, Washington, DC, January–May 2004
- Volunteer, D.C. Central Soup Kitchen, August–December 2003
- Camp Counselor, Hi Hills Day Camp, Milwaukee, WI, May–August 2003, 2004, 2005

COMPUTER SKILLS

Proficient in Microsoft Word, Outlook, and Explorer; Google Docs, Group, and Maps; Blogger; Paychex

ASHLEY DeSALLE

4800 Nebraska Avenue NW, Washington, DC 20016, 202-555-5555
1 Grove Drive, Rose, New Jersey 07450, 201-555-5555
Ashley@hotmail.com

EDUCATION

American University, Washington, DC, May 2007

BA, Public Communication; Minor: Art History
Overall GPA 3.6/4.0

Rutgers University, New Brunswick, NJ, 2003-2004

Completed courses in art history and Italian culture

ACHIEVEMENTS

AU Dean's List (all semesters)

National Honor Society (fall 2005 – present)

Featured front page and investigative reporter for AU biweekly student newspaper, *The Eagle*

**PROFESSIONAL
EXPERIENCE**

Special Olympics International, Washington, DC

Intern, Communication and Public Affairs Department (January – May 2007)

- Researched, wrote, and edited 20 articles for quarterly magazine with circulation of 5,000 and official Special Olympics web site
- Conducted 15 interviews, gathered information, and wrote summaries for monthly 10-page internal newsletter distributed to staff of 300 throughout US

Ketchum Public Relations, Washington, DC

Intern, Public Affairs Department (September – December 2005)

- Designed and assembled information packages and participated in brainstorming sessions
- Prepared media conference information and placed follow-up calls to maximize media coverage
- Monitored news sources and pitched story ideas to media in healthcare, technology, political, and financial fields

The White House, Washington, DC

Intern Volunteer, First Lady's Correspondence Office (December 2004 – August 2005)

- Responded to incoming correspondence regarding education and international issues
- Served as tour guide and liaison for holiday and special constituent White House events

The National Portrait Gallery, Washington, DC

Intern, Graphic Design and Special Exhibit Department (September – December 2004)

- Created bi-weekly story boards displayed at gallery entrance to inform gallery visitors about upcoming films and special events
- Designed gallery and special exhibit brochures
- Planned and executed preliminary and final phases of six special exhibits

ABC Studios, New York, NY

Intern, Twentieth-Century Project (January 2004)

- Conducted historical research for ABC's Twentieth-Century video series on the Holocaust
- Collaborated with four production associates during early development of three individual films and worked directly with five editors and producers in editing room during final stages

**COMPUTER
SKILLS**

Working knowledge of MS Word, Excel, Access, PowerPoint, Adobe PageMaker and Photoshop

**VOLUNTEER
EXPERIENCE**

Public Relations Student Society of America, September 2004 – present

Spina Bifida Association of Bergen-Passaic County, NJ, May – August 2001

Ridgewood Special Services Home and School, Ridgewood, NJ, October – December 2000

Firstname Lastname

4400 Massachusetts Avenue NW, Washington, DC 20016 (202) 123-4567 • student@american.edu

EDUCATION

American University, School of Public Affairs (SPA), Washington, DC May 2016

Bachelor of Arts in Interdisciplinary Studies: Communications, Law, Economics and Government (CLEG)

GPA: 3.8/4.0

Honors: Dean's List (Fall 2012 and Spring 2013), Early Identification Program (intensive merit scholarship advising), School of Public Affairs Leadership Program

Relevant coursework: Politics in the United States, Microeconomics, Macroeconomics, Writing for Mass Communication, Introduction to Systems of Justice

EXPERIENCE

Staff Assistant, Center for Community Engagement and Service, American University October 2012-present

- Maintain relationships with four local non-profits to arrange community service activities for 600 students
- Share information about local volunteer opportunities with more than 1,000 students, faculty, and staff via email and social media
- Provide administrative support to five full-time staff including copying, managing the general office email account, answering phones, and filing confidential student documents

Member, SPA Leadership Program, American University September 2012-present

- Selected to study and develop leadership skills through advanced practical training and by implementing social action projects in local areas of need
- Developed and held a sponsored awareness event on fighting poverty in DC for 150 attendees, including inviting five guest speakers, organizing four vendors, and collaborating with seven off-campus organizations
- Strengthen organizational skills and the ability to work independently and in as a member of a team

Hostess and Server, Red Sox Cafe, Newton, MA November 2010-August 2012

- Provided service to more than 50 customers and handled an average of \$750 nightly
- Collaborated with six colleagues in a fast-paced environment to ensure accuracy and timeliness of orders
- Communicated effectively in English and Spanish to a diverse group of customers and staff

LEADERSHIP AND ACTIVITIES

Member, Kennedy Political Union, American University January 2013-present

- Communicate with nationally-recognized politicians and staff via email and phone
- Research potential guest speakers and collaborate with 12 other members to plan two events per semester

Volunteer, Students Fighting Homelessness and Hunger, American University November 2012-present

- Participate in community service activities including volunteering at homeless shelters and collaborating with local non-profit organizations
- Developed training materials and presented to 20 student volunteers on effectively working with members of the local community

Event Coordinator, Justice Not Jails, American University October 2012-present

- Raise awareness of challenges in the American justice system by planning and hosting an average of three events per semester to educate students, faculty and staff

SKILLS

- *Computer:* Microsoft Word, Excel, and PowerPoint; Adobe Photoshop; Lexis-Nexis; JSTOR
- *Language:* Spanish (intermediate verbal, reading and writing)

FIRSTNAME LASTNAME

4400 Massachusetts Avenue NW, Washington, DC 20016 • student@student.american.edu • (202) 222-5555

EDUCATION

American University, Washington, DC May 2014
Bachelor of Arts, Political Science
GPA: 3.8/4.0
Honors: Dean's List (Fall 2010-present)

Charles University, Prague, Czech Republic September-December 2012
Completed 15 credits in European government and politics

EXPERIENCE

Research Intern, **Center for American Progress**, Washington, DC January 2013-present
• Conduct research and draft weekly posts on government reform for organization's ThinkProgress blog
• Attend seminars and policy briefings and provide written summaries to internal staff
• Collaborate with two other interns to complete administrative tasks including answering phones and data entry

Barista, **Davenport Coffee Lounge**, Washington, DC January 2013-present
• Serve an average of 125 customers daily, using strong attention to detail to provide quality products
• Communicate effectively with three colleagues to ensure seamless operations and high customer satisfaction

Intern, **Office of U.S. Representative Carolyn B. Maloney**, Washington, DC January-May 2012
• Conducted research on government oversight and drafted summaries for legislative staff
• Provided tours of the Capitol to constituents, enhancing public speaking skills in front of groups of 10-25 people
• Performed administrative tasks including greeting visitors, answering phones and sorting mail

Intern, **District Office of U.S. Representative Carolyn B. Maloney**, New York, NY May-August 2011 and 2012
• Researched and responded to an average of eight constituent questions daily on issues ranging from Medicare to veteran benefits
• Attended and provided logistical support for four community board meetings with more than 100 attendees
• Utilized Facebook and Twitter to promote community events and increased the Congresswoman's social media followers by more than 350% by developing online relationships with local organizations

Server, **Corner Bistro**, New York, NY January 2009-August 2010
• Provided table service to more than 50 customers and handled an average of \$750 nightly
• Communicated effectively in English and Spanish to a diverse group of customers and staff

CAMPUS AND COMMUNITY SERVICE

Outreach Coordinator, **Kennedy Political Union**, American University, Washington, DC January 2012-present
• Promote annual political lecture series to more than 9,000 students using Facebook and Twitter

Editorial Reviewer, **Clocks and Clouds**, American University, Washington, DC September 2011-May 2012
• Reviewed and provided constructive comments on three undergraduate journal submissions prior to publication

Volunteer Tutor, **DC Reads**, Washington, DC October 2010-May 2011
• Provided bi-weekly tutoring in English, social studies and math to groups of three middle school students

SKILLS

Computer: Microsoft Word, Excel, PowerPoint, and Outlook; Adobe CS; SPSS; Google Analytics; Facebook; Twitter; WordPress

Language: Spanish (advanced written and spoken)

FIRSTNAME LASTNAME

4000 Massachusetts Avenue NW | Washington, DC 20016
(202) 222-5555 | student@american.edu

EDUCATION

School of Public Affairs, American University | Washington, DC | December 2013

Master of Science, Justice, Law & Society
GPA 3.66/4.0

School of Public Affairs, American University | Washington, DC | May 2012

Bachelor of Arts, Justice | Minor: Computer Science
Overall GPA 3.85/4.0
Honors: *Magna Cum Laude*, Dean's List (all semesters)

EXPERIENCE

Intern | **Metropolitan Police Department**, Financial Crimes and Fraud Unit | Washington, DC | June 2012 – present

- Conducted research using online databases and entered supplemental reports into the Washington Area Criminal Intelligence Information System
- Contacted complainants to obtain information regarding crime reports
- Built a Microsoft Access database for the Sexual Assault Squad and imported 1,239 cases from 2008-2012
- Created an HTML/VBScript computer application (.hta) to produce a photo lineup from a folder of six photos
- Programmed a PHP online scheduling script for the unit supervisor

Technology Assistant | **American University Career Center** | Washington, DC | April 2012 – present

- Provide customer service to 30 staff members as first-tier technical support
- Ensure proper functioning of hardware and software and maintain inventory for approximately 60 workstations
- Generate mid-year and annual reports for the Systems Coordinator and five directors regarding an online resume builder and a student survey conducted after career advisor meetings
- Replaced 20 workstations under the University's three-year replacement plan

Staff Assistant | **American University Department of Public Safety** | Washington, DC | January – June 2012

- Produced campus maps using ArcGIS to show department jurisdictions, building lockdown capabilities, and campus crosswalk locations
- Provided technical assistance to 12 staff and coordinated with Office of Information Technology to resolve issues
- Created a SharePoint site for department general orders, standard operating procedures, forms, and memoranda
- Developed a Microsoft Access database to maintain all department purchase order requests

Office Assistant | **American University**, Student Conduct and Conflict Resolution Services | Washington, DC | September 2011 – April 2012

- Researched conduct policies at other institutions on bullying and amnesty for sexual violence victims
- Created and implemented proposals for relevant technology workflow improvements
- Wrote an instructional manual to improve reporting and analytics for student conduct database software
- Generated reports for the Director of Student Conduct regarding student conduct incidents
- Reviewed and documented data inconsistencies from the student conduct database software
- Interacted with students, community members, and background investigators during office visits

Intern | **Metropolitan Police Department**, Human Resource Management Division | Washington, DC | February – May 2010

- Processed internship applications by organizing incoming emails, forms and recommendation letters
- Managed personnel files to find members' performance history and maintained records of discipline for departmental members through the Personnel Performance Management System
- Performed day-to-day maintenance for the Online Application Portal

TECHNICAL SKILLS

Microsoft Office (Access, Excel, and PowerPoint) Certified Application Specialist; Adobe Creative Suite (Photoshop, Illustrator, InDesign); ESRI ArcGIS; Python; Java; VBScript; HTML/CSS; JavaScript; PHP; SQL; STAT

COLLEGE OF ARTS & SCIENCES RESUME
casresume@gmail.com 202-555-1212

EDUCATION

American University (AU), Washington, DC

BA, Interdisciplinary Majors: Economics, Art, and History, May 2015

Honors: Major GPA: 3.78/4.0, Cumulative GPA: 3.5/4.0, STAR Scholarship (2012), Charles Coolidge Moore Scholarship (2013), National Society of Collegiate Scholars (2011), International Honor Society in Economics (2013)

Relevant Courses and Projects:

- **Macroeconomics:**
 - Researched and wrote 20-page paper on “Emerging markets in the third world”
 - Wrote five-page paper comparing and contrasting Karl Marx to Adam Smith
- Thomas Jefferson - analyzed writings by and about Jefferson to write 20-page paper on the Declaration of Independence and its relationship to civil disobedience movements
- The Artist's Perspective: Drawing:
 - Created 12 drawings, in charcoal and pencil, from simple outline drawings of still life settings to self portraits and copies of master drawings
 - Produced 24”X 48” final project in charcoal of still life setting with single light source

Western High School, Pomona, NY, June 2011

Honors: Graduated in top 5% of class, GPA: 3.9/4.0, Selected to be Salutatorian

Relevant Courses: AP Journalism, History, and English

SPECIAL SKILLS

- *Computer:* Proficient in SPSS, Photoshop, Microsoft Office Suite, LexisNexis, Paradox, iMovie
- *Language:* Fluent in Mandarin, basic knowledge of Arabic and Urdu

EXPERIENCE

The Good Restaurant, Waitress, Oxford, AR, May - Aug 2012, 2013

- Interact with 50 - 100 customers and handle \$500 - \$1200 daily and have trained four employees
- Open and close restaurant three-four times each week
- Take inventory monthly of merchandise valued at \$400

AU - Hughes Residence Hall Council, Secretary, Washington, DC, Jan 2012 - May 2013

- Planned 12 social and cultural events per semester for 300 freshman and sophomore residents
- Developed marketing strategies for annual semiformal, succeeded in increasing attendance by 10% and reducing costs by \$800
- Edited weekly four-page newsletter, *The Hughes News*, distributed to 300 residents

Good Hope Camp, Counselor, Severn, MD, May - Aug 2011

- Designed/implemented 10 weekly social, recreational, educational activities for 50 teens, ages 13-18
- Trained five junior counselors in camp procedures
- Interacted with parents during regular weekend visits throughout summer

The Elms, Western High School, Yearbook Editor, Pomona, NY, Sept 2009 - June 2011

- Oversaw layout and production of all six sections of 200-page yearbook distributed to 500 students and families while selecting and supervising staff of 35
- Wrote 25 articles for five sections, including Sports, Clubs, and Senior Profiles

ACTIVITIES

- Writer's Guild, Member, AU, Washington, DC, Jan 2012 - present
- So Others Might Eat, Volunteer, Washington, DC, Sept 2011 - present

Jane Doe

4400 Massachusetts Avenue, NW ~ Washington, DC ~ (202) 555-1212
prresume@gmail.com www.linkedin.com/prresume

Skills

- **Computer:** Advance use of Microsoft Word, Excel, PowerPoint; Cision; VOCUS; LexisNexis; Final Cut Pro; Dreamweaver ; Adobe Illustrator
- **Language:** Fluent in Spanish and Italian; conversational French
- **Social Media:** Ability to produce content and provide analytics for Facebook, Twitter, HootSuite, BlogSpot, & WordPress

Professional Experience

- 2013-present *Director of Media and Promotions, Major Marketing Firm* Atlanta, GA
- Serves as transition team builder/leader during merger of two advertising and public relations agencies.
 - Designs and implements new marketing presentations and speeches for top clients.
 - Conducts market research for new and existing clients specializing in business to business marketing, industry trends and developments.
 - Heads the event planning, media buying and public relation divisions to ensure future success.
- 2008-2012 *Media Relations Manager, Non-Profit Organization* Atlanta, GA
- Led communications and marketing specialist for internal clients and external stakeholders. Promoted clients' activities, issues, and strategies to internal constituents, the media and other key publics.
 - Built and maintained relationships with local and national media outlets. Served as a national spokesperson and media liaison as part of a national team during national disasters.
 - Wrote, produced, and developed articles and story ideas for internal and external print and electronic media. Prepared presentations, briefing documents and messaging, for reactive and proactive media opportunities, speeches and meetings.
 - Served as project manager for national African-American Outreach Initiative, leveraging partnerships with leading publications and organizations, including Essence Magazine, BET, National Urban League, National Council Negro Women, National Newspaper Publish Association and NAACP.
- 2006 – 2008 *Press Officer, ABC Company* Washington, DC
- Employed high-level written and oral communications skills in disseminating media messages and in preparation of materials for the news media, company officers, staff and affiliates.
 - Facilitated relationships with national media and strategic partners to leverage visibility of organization and key executives.
 - Served as spokesperson, confidential consultant and media liaison in addition to researching, analyzing issues and providing strategic guidance and recommendations.
- 2003-2006 *Promotions Producer/Sr. Audio Operator, News Channel 8* Washington, DC
- Wrote and produced community affairs programs and live events; created daily log sheet and documented performance of staff and equipment.
 - Re-designed traffic log system for promotional vignettes and public service announcements.
 - Operated 48 Channel post-production audio board for primary newscasts.
 - Served as liaison between production and engineering for live remotes and satellite broadcasts.

EDUCATION

- 2006 **American University – School of Communication** Washington, DC
M.A. - Strategic Communication
- 2003 B. A. - Broadcast Journalism

John Doe

Online portfolio – johndoe@wordpress.com

4400 Massachusetts Avenue, NW
Washington, DC 20016

(202) 555-1212
needjob@gmail.com

TECHNICAL SKILLS General knowledge of Avid, Final Cut Pro & Dreamweaver. Very familiar with Digital, HD and Beta SX cameras. Computer: Microsoft Office. Social Media: Facebook, Twitter and Instagram

BROADCAST EXPERIENCE

*G.A. Reporter/
Fill-In Anchor* **W456-TV, Young Broadcasting, NBC Affiliate, Washington, DC.**
Reported for shows with Live, Local, Late-Breaking format, with an emphasis on exclusive stories. Primary fill-in for absent anchors June 2013–present.

*Reporter/Weekend
Anchor & Producer* **W411, Lewis Broadcasting, FOX Affiliate, Washington, DC.**
Primarily covered Education and Government beats. Edited own reporter packages. Produced and anchored Fox weekend newscasts. Feb 2012 – Jan 2013.

*Reporter/Weekend
Anchor & Producer* **25-TV, Great Trails Broadcasting, NBC Affiliate, Baltimore, MD.**
Shot, wrote and edited own reporter packages. Produced and anchored 6 and 11 p.m. weekend newscasts. Dec 2010 – Jan 2012.

Production Assistant **Entertainment Tonight, CBS Studios, Los Angeles, CA.**
Conducted interviews and gathered sound from press junkets. Developed ideas for nationally syndicated entertainment news show and TV projects. Served as assistant producer on several radio projects. May – Aug 2010.

Production Assistant **TMZ, Los Angeles, CA.**
Accompanied and assisted field producers on shoots. Gathered footage, sound bites and music for the show open, teases and packages. May – Aug 2010.

News Assistant **W123/Warner Bros.-TV, New York, NY.**
Interviewed and retrieved sound from the field for packages and VO/SOTs. Assisted assignment editors, reporters and producers. Operated NewStar. Gathered facts and story tips by phone, fax and wire. May – Aug 2009.

*Co-Anchor/Producer/
Reporter/Writer* **American University “AU-TV”, Washington, DC**
Co-anchored and produced 15-minute biweekly newscasts. Wrote, shot and edited own reporter packages using ¾ inch equipment. Oct 2008 – May 2009.

ACTIVITIES AND LEADERSHIP

Member, National Association of Hispanic Journalists (NAHJ)
Board Member, Housing Opportunities Made Equal (H.O.M.E.)
American University Resident Assistant

EDUCATION

American University – Washington, DC
B.A. – Broadcast Journalism, May 2013
Honors: Magna Cum Laude, Dean’s List

SIS Graduate Resume

4400 Massachusetts Avenue, NW • Washington, DC 20016 • (315) 555-1212 • sisgraduate@gmail.com

EDUCATION

American University School of International Service, Washington, DC May 2015
MA International Development candidate

St. Lawrence University, Canton, NY May 2008
BSc. Neuroscience – Honours, *Magna Cum Laude*
Minors: Chemistry, Spanish

Study Abroad & Other Programs:

- **Development Project Management Institute**, Monterey Institute of International Studies May-June 2008
- **Global Volunteers**, Community Based Learning Program, Mt. Vernon, Jamaica January 2008
- **Universidad de Costa Rica**, San José, Costa Rica March - July 2006

ACADEMIC AND PROFESSIONAL HONORS

- Aga Khan Foundation Scholar 2013 –
- American University Hall of Nations Award 2013 –
- Phi Beta Kappa Society Inducted 2008
- Davis UWC Scholar 2004 - 2008
- SLU Kenyan Scholar 2004 - 2008
- Dean's List 2004-2006, 2007-2008
- Omicron Delta Kappa National Leadership Honorary Society Inducted 2006
- Beta Beta Beta National Biology Honorary Society Inducted 2007
- Who's Who Among Students in American Colleges and Universities 2007

EXPERIENCE

Faculty, Hyde School – Bath, Maine June 2008 – June 2013

- Taught Advanced Spanish, Advanced Biology, Honours Biology in classes averaging 10-15 students
- Directed Student Jobs Program for an average of 130 students
- Advised 8-10 students and their families as part of the Family Education Program
- Mentored 25 female students as a live-in dorm parent
- Coached Dance and Track & Field teams

Student Manager, Richard F. Brush Alumni House, St. Lawrence University August 2007 – May 2008

- Responded to email and voice mail daily, took reservations from alumni, parents, and friends of the University
- Greeted guests, gave tours of the house, and coordinated maintenance issues with Facilities Operations

Modern Languages Teaching Technology Intern, Language Resource Centre August 2006 – May 2008

- Maintained the resource collection database for Modern Language learning aids
- Assisted Modern Language faculty and students in the use of language teaching technology

Writing and Communication Mentor, First Year Program, St. Lawrence University January 2007 – May 2008

- Reviewed papers, presentations and projects for first year students to help them build writing and presentation skills

Community Assistant, Residence Life Communities, St. Lawrence University August 2005 – May 2007

- Created and facilitated a residential environment conducive to the academic mission of the university
- Contributed to the educational, cultural and social development of first-year students

Assistant Coordinator, Peer Tutoring Program, Academic Support, St. Lawrence University August 2006- May 2007

- Assisted in matching tutors with students in need of tutoring and kept appropriate records

VOLUNTEER AND CIVIC INVOLVEMENT

Mobile Food Truck - Bath, ME 2012 - 2013

Go! Malawi (formerly Friends of Little Field) – Rockland, ME 2010

Pine Tree Camp - Rome, ME 2010 & 2011

Global Volunteers – Jamaica January 2008

Davis 100 Projects for Peace, "Providing Water, Empowering Samburu Women" –Kenya August 2007

SKILLS

- **Languages:** Kiswahili (Fluent), English (Fluent), Spanish (Advanced), Bukusu (Advanced)
- **Computer:** Microsoft Office (Excel, PowerPoint)