

[Name]

Street Address
City, State Zip

Phone
Email

Education

Undergraduate Institution, City, State
Undergraduate degree, Cumulative GPA
Major/last 60 hour GPA (*optional*)

Graduation month/year

If you hold more than one undergraduate or graduate degree, please include every degree

Academic honors/achievements

Work/Internship Experience

Include all professional work experiences, including full and, part-time, internship, and military service

Organization's name: Location
Title

Starting month/year – Ending month/year

- Describe the knowledge, skills, or abilities you used, enhanced, or developed doing this job
- Each bullet should tell the reader what you did, why you did it, who for, or results

World Relief: High Point, NC

May 2021 – Aug 2021

Business Development Intern

- Researched and assessed options for a business incubator and entrepreneurship program for Burmese, Nepali, and Eritrean refugees resettling in the United States
- Guided staff in developing a basic marketing strategy to raise revenue for the project.
- Created technical and cost proposals for six grants in FY2022, resulting in \$58K in funding

International Experience (*if applicable*)

Include any study abroad, mission trips, living overseas, international travel, and dates completed

2Seeds Network, Inc.: Korogwe, Tanzania

August 2018 - July 2019

Project Coordinator Intern

- Built capacity of nine farmers by working with individuals on financial management skills in order to increase local ownership and self-sustainability of a poultry-keeping business
- Designed an incentive-driven challenge to encourage farmers to meet quarterly goals for chicken production rates and egg sales in higher-value markets, resulting in 94% success in meeting objectives
- Work with locals conducted in Swahili (learned in pre-departure training at 2Seeds Network)

Study Abroad: Lima, Perú

August - December 2017

Pontificia Universidad Católica del Perú

- Studied Spanish through Advanced Academic Writing and Peruvian Culture course
- Completed three additional courses, all taught in Spanish

Related/Highlighted Coursework (*optional*)

If lacking content or other experiences, list courses related to your intended field of study and your grade

- List the course name, not the course number, to a max of 10 courses - Grade

Applied Class Projects/Activities (optional)

Include any relevant academic projects or research to highlight some acquired skills

War-game / Decision-making Simulation

Spring 2018

Administered by senior RAND employee

- Reviewed briefing packets concerning various international and domestic scenarios regarding U.S. strategic interests pertaining to potential conflict flash-points.
- Confronted challenging situations demanding quick analysis and decision making with respect to logic trees, forms of communication pursued and military action recommended.

Grant Proposal / Program Development Project

Fall 2017

Leadership & Public Administration

- Collaborated on a 5-member team in researching community solutions to current violent crime rates within a specific area inside of New Orleans proper.
- Planned and devised a program proposal and budget establishing the creation of a youth based program targeting “at-risk” youth for gang recruitment and violent crime.

Skills and Certifications

Language: Language- Current speaking ability (beginner, intermediate, advanced, fluent))

Example: Russian- fluent, Mandarin- intermediate, Arabic- beginner

Software: List relevant software by name

Example: Microsoft Word, PowerPoint, Excel, Stata

Security Clearance: Highlight any relevant clearances (optional)

Example: TS, SCI

Leadership, Service, Organizations, and Honors

Include experiences and awards you wish to highlight; list does not have to be comprehensive

Organization's name: Location

Starting month/year – Ending month/year

Role / Title – hours served per week/month/semester

Fundraising Volunteer in Rockford, IL

International Humanity Foundation – 6 hours per month

August 2018 - present

Rock Valley Liberal Arts Student Council

President – 15 hours per month

August 2016 - May 2017

Secretary - 10 hours per month

August 2015 - May 2016

Study Abroad Fellowship at Rock Valley

Summer 2016

Rock Valley College's Model UN Team

Team Advisor – 15-20 hours per month

August 2015 - March 2016

Member – 10 hours per month

August 2014 – May 2015

Rock Valley Career Services' Intern of the Year

May 2015

Scholastic Excellence in Operations Management at Rock Valley

Spring 2014