

ABRAHAM LINCOLN

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Citizenship: United States of America
Job Type: Permanent, Recent Graduates
Availability: Full-Time
Desired Locations: (United States:
Washington, DC, Cleveland, OH)

EDUCATION

University of Kansas, Lawrence, KS

5/20XX

Degree and Major: Bachelor of Arts, Economics, Spanish
Credits Earned: 105 Semester Hours
GPA: 3.78

- Bitcoin Club, Economics Club, Society for Applied Mathematics
- *Senior Project:* European Union Economy: Then and Now. Completed a twenty-five-page capstone including in depth economic analysts of past and present financial concerns of the European Union

WORK EXPERIENCE

Public Affairs Assistant

9/20XX-8/20XX

International Trade Council of Greater Kansas City, Kansas City, MO US
Supervisor: John Smith, 123-456-7890
Okay to contact this supervisor: Yes

Salary: XX
Grade Level: NA
Hours Per Week: 20

- Supervised ten contractors and ensured project was delivered on time and on budget
- Contacted and pitched media for program publicity resulting in four newspaper articles and two interviews
- Researched public affairs best practices in private sector and government, resulting in five adopted measures that improved agency performance
- Facilitated biweekly team meetings and conducted monthly diversity training presentations for twenty to thirty internal staff members
- Participated in team brainstorm sessions to analyze organizational problems and improve efficiency

Intern

9/20XX-8/20XX

Department of State, Washington, DC US
Supervisor: John Smith, (123-456-7890)
Okay to contact this supervisor: Yes

Salary: XX
Grade Level: NA
Hours Per Week: 20

- Wrote 15 articles about foreign education initiatives in Bureau newsletter and press releases
- Drafted 20 memoranda for the Undersecretary of State
- Assembled financial and budget information for use in Educational and Cultural Affairs internal materials
- Assisted with administrative tasks such as filing documents and organizing meeting logistics

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WORK EXPERIENCE (CONT...)

Political and Economic Section Intern

U.S. Consulate (Department of State), Madrid, Spain
Supervisor: Jane Doe, (098-765-4321)
Okay to contact this supervisor: Yes

6/20XX-8/20XX
Salary: XX
Grade Level: NA
Hours Per Week: 45

- Researched and wrote five regional economic and political briefs for US Ambassador's Madrid consulate district visits
- Compiled ten briefs with fifteen professionals in regional chambers of commerce, banks, and government offices to compile briefs enabling a shared understanding of material
- Provided administrative support through sorting mail, filing documents, and answering multi-line phone system
- Utilized Spanish language skills and political and cultural knowledge in a variety of settings

Program Coordinator

ABC Afterschool Program, Lawrence, KS US
Supervisor: John Doe, (111-222-3333)
Okay to contact this supervisor: Yes

9/20XX-4/20XX
Salary: XX USD Per Hour
Grade Level: NA
Hours Per Week: 40

- Oversaw three mentoring programs in limited resource communities to promote a safe and healthy youth development
- Recruited, trained, and managed twenty-five adult mentors and twenty youth
- Developed marketing and training materials for use in programs and mentoring initiatives
- Coordinated ten-minute, weekly presentations on mentoring initiatives
- Communicated daily in Spanish with program participants and their families

SKILLS

- Grant writing experience (awarded "Dream Catchers Award" by Community and Recreation Services, Delaware County Government, Dec. 20XX)
- Regional expertise in Southern European economies, such as Greece, Spain, and Portugal (Including extensive regional travel)
- Presented research in twenty-slide PowerPoint to fifty students and ten staff in the economics department

LEADERSHIP AND SERVICE ROLES

Diversity Workshop Facilitator, Tri-College Institute

- Developed twelve forums for dialogue between diverse student groups
- Built five partnerships between student groups through cultural programming

President, Jayhawk Business Society

- Recruited four executive committee members, planned meetings, and managed 40+ students
- Organized club involvement in business related workshops/events

Basketball Coach, Tucker Recreation Association

- Taught twelve, ten-year-old boys the fundamentals of sports ethics, and mental focus
- Coordinated travel logistics for away competitions