

TERRY E. JONES

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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

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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

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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

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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