

Legal First and Last Name
(619) 260-4654 | name@sandiego.edu | San Diego, CA

Date available to begin work: June 2021

Citizenship: United States

Veteran Status: N/A

Clearance: N/A

Languages: English (native proficiency), Spanish (professional working proficiency), Mandarin (elementary proficiency)

OBJECTIVE: Include the name of the position and job announcement number

SUMMARY STATEMENT: Provide 3-5 brief statements highlighting who you are and your most important and relevant skills

- Full professional proficiency, both written and verbal, in French
- Extensive experience analyzing budgets of up to \$25,000 using Microsoft Excel

EDUCATION

University of San Diego (USD), San Diego, California

Expected May 2021

Bachelor of Arts, International Relations, History Minor

3.52 Cumulative GPA

3.87 In-Major GPA

Relevant Coursework: U.S. National Security, Transnational Crime and Terrorism, Politics of Intelligence

San Diego High School, San Diego, CA

May 2016

3.61 GPA

Relevant Coursework: U.S. Government and Politics, AP English Language and Composition, AP Spanish

RELATED EXPERIENCE

WORLD AFFAIRS COUNCIL OF JACKSONVILLE

Summer 2019

100 Festival Park Ave., Jacksonville, FL 32202

Supervisor: Ms. Mary Smith (555) 555-5555

Salary: Volunteer Intern, 12 hours weekly. 120 hours total.

Global Think Tank Intern: Served as a member of the council team. Contributed to educational programming of the council's teacher travel program to China including a logic model of the short and long term outcomes of the program, workshop implementation, and evaluation methods. Created a complete employee handbook for the council. Assisted in the planning of the fall kickoff dinner, which focused on Myanmar as a critical state. Comprehensive understanding of board structure, budget analysis, member outreach, educational programming, public relations, and development of nonprofit organization.

EXTRACURRICULAR ACTIVITIES

Member, Pi Sigma Alpha Political and International Relations Honors Society

March 2019 - Present

Member, Phi Alpha Theta History Honors Society

March 2019 - Present

SCHOLARSHIPS AND AWARDS

USD Trustee Merit Scholarship awarded for excellence in academics and extracurriculars

2016, 2017, 2018

First Honors, University of San Diego Dean's List

Fall 2016, Spring 2017