

John Smith
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Country of citizenship: United States of America
Veterans' Preference: No
Registered for Selective Service:
Contact Current Employer: Yes

AVAILABILITY

Job Type: Permanent
Temporary Promotion
Federal Career Intern

Work Schedule: Full Time
Part Time

DESIRED LOCATIONS

US-DC-Washington/Metro
US-VA-Northern

WORK EXPERIENCE **Department of Political Science - The George Washington University Washington, DC US** **9/2009 - 5/2010**
Salary: 12 USD Per Hour
Hours per week: 25

Research Assistant

-Wrote reports using Microsoft Word about international security and political economies, including graphs and charts, which provided professors with crucial information necessary to conduct their research.
-Edited draft-articles later published in International Affairs Magazine, ensuring consistent formatting, punctuation and grammar.
-Managed database in Microsoft Access by retrieving and entering data from over 15 projects, creating a centralized location for 25 staff members to easily access information for conducting research.
-Coordinated with 25 faculty members and research partners from the research team via telephone and email to prepare weekly meetings and facilitate communication among research leaders which improved team efficacy and efficiency by brainstorming ideas and meeting deadlines.
-Improved project efficiency by supervising research tasks among 3 freshman assistants which helped in completing time-sensitive assignments. (Contact Supervisor: Yes, Supervisor's Name: Dr. Bob Smith, Supervisor's Phone: (202) 555-5555)

ABC Tech
Los Angeles, CA US

5/2009 - 9/2009

Salary: 11 USD Per Hour
Hours per week: 40

Receptionist/Administrative Assistant

-Coordinated the master calendar of all internal and external events resulting in fluid operations while supporting more than 50 employees by assisting them with

scheduling management.
 -Prepared employee surveys and project metrics using Windows Excel by compiling information and generated tables and graphs used in monthly presentations measuring company performance and to identify areas to improve operations.
 -Employed strong customer service to visitors and callers by providing routine information and directing them to appropriate staff and locations for appointments and responding to inquiries regarding basic company operations.
 -Organized client correspondence and files into categories improving staff's access to key contacts. (Contact Supervisor: Yes, Supervisor's Name: Christopher Kim, Supervisor's Phone: (909) 555-6543)

**Elliot School of International Affairs - The 9/2007 - 5/2009
 George Washington University
 Washington, DC US**

**Salary: 10 USD Per Hour
 Hours per week: 20**

Student Assistant

-Supported over 60 faculty members by updating and inputting files, records and contacts to an online database, improving their access to them and ensuring the most recent information.
 -Managed department email and telephones by directing calls to faculty members and answering inquiries regarding departmental operations and curriculum, improving efficiency.
 -Produced standard formatting guidelines for reports and presentation materials which improved the appearance and organization of letters, documents and emails.
 -Wrote and edited agendas, letters, power points and other documents for faculty meetings resulting in more efficient and effective meetings. (Contact Supervisor: Yes, Supervisor's Name: Dr. Sam Smith, Supervisor's Phone: (202) 555-9090)

EDUCATION

The George Washington University
 Washington, DC US
 Bachelor's Degree - 5/2010
 120 Semester Hours
 Major: Political Science
 GPA: 3.45 out of 4.0

LANGUAGES

Spanish
Spoken: Intermediate
Written: Intermediate
Read: Intermediate

AFFILIATIONS

International Affairs Society Vice President
 College Democrats Events Chair

REFERENCES

Dr. Albert Einstein	Department of Political Science - The George Washington University (202) 555-XXXX AEinstein@publicservice.com Professional	Department Chair
John Doe	ABC Tech (909) 555-XXXX JD@publicservice.com Professional	Director
Dr. George Washington	The Elliott School of	Dean of Elliott School of

Phone Number:
Email Address:
Reference Type:

International Affairs - The International Affairs
George Washington University
(202) 555-XXXX
GW@publicservice.com
Professional

ADDITIONAL INFORMATION

Skills:

- Strong written and oral communication skills.
- Proficient in Windows-based programming including Excel spreadsheet, Word processing, Access and Power Point.
- Strong analytical and problem solving skills.
- Excellent organizational and management skills.
- Typing Ability: 55 words per minute

Leadership Experience:

Vice President of the International Affairs Society

- Led organization of 100+ students.
- Planned semiannual meetings, developed recruitment efforts and served as the organization's representative at student association meetings.

Events Chair of College Democrats

- Coordinated major events by the College Democrats including seminars featuring prestigious guest speakers, as well as fundraising events giving me experience in event planning and logistics management.
- Served as the primary point of contact when sponsoring external events.

Activities:

Writer for school newspaper, "The Hatchet"

- Wrote over 45 articles for "The Hatchet" involving student life.
- Conducted interviews and research to gather reliable information for the publishable articles

Student Admissions Representative: Tour Guide

- Demonstrated excellent public speaking skills
- Provided information to prospective students about the admissions process and the opportunities available to students at the George Washington University which played a crucial role in their college decision-making processes.

Freshman Orientation Leader

- Facilitated workshops and informational sessions on high school to college transition which acclimates new students and their parents to the George Washington University.
- Advised and counseled newly matriculated students and parents via small-group discussions.