

**Jane Doe**  
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XXX-XXX-XXXX

## EDUCATION

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**University of Baltimore** Baltimore, MD  
*Doctor of Public Administration* December 2020

**University of Baltimore** Baltimore, MD  
*Master of Public Administration-Public Policy/Administration Track* May 2018

**University of Maryland, Baltimore County (UMBC)** Baltimore, MD  
*Bachelor of Arts in English* May 2015

## EXPERIENCE

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**U.S. Government Accountability Office** Washington, D.C.  
*Management and Program Analyst Trainee* February 2018-Present

- Edited participant and instructor manuals for diversity and inclusion courses using Adobe and Microsoft
- Developed and published original catalog of GAO-Wide Curricula courses
- Researched and developed list of courses offered by NABA offering CPE's for GAO staff
- Booked rooms, video production services, labor, and speakers for diversity and inclusion events and training courses
- Developed Excel log of active and inactive diversity and inclusion facilitators and the courses they have completed and/or will teach
- Utilized quantitative and qualitative analysis through Excel to evaluate diversity and inclusion courses

**U.S. Department of State** Remote  
*Virtual Student Federal Service (VSFS) Intern* September 2017-May 2018

- Collected and provided information for a master report on the availability of college scholarships for international Afghan students who seek to study in the United States.

**American Council of Trustees and Alumni** Washington, DC  
*Policy Database Intern* September 2017-May 2017

- Created a database of over 35,000 public and private school guidance counselors
- Researched structures of public and private secondary schools
- Utilized search tools to identify and locate secondary school guidance counselors
- Assisted department staff to implement streamlined data collection procedures
- Provided logistical support to policy department's national and regional outreach initiatives

**US Department of Education** Washington, DC  
*Office of Postsecondary Education IPDD Intern* January 2017-May 2017

- Edited eligibility applications for grant-seeking institutions
- Developed an annotated bibliography of research on retention and universities
- Researched and analyzed data related to grant eligibility



**DC Public Schools Urban Education Leaders**  
*Secondary Literacy Intern Associate*

Washington, DC  
June 2016–August 2016

- Developed training materials and guides for DC public school literacy specialists
- Utilized web platform Canvas to develop web and instructional design skills
- Enhanced Microsoft Office skills by developing teachers' manuals
- Created certificates for top-performing students/teachers
- Analyzed student literacy test scores using Excel data

**Golden Key (GK) International Honor Society**  
*Membership Recruitment Director*

Baltimore, MD  
November 2015–September 2016

- Facilitated activities to increase GK's campus presence and community activism
- Designed PowerPoint presentations, handouts, and postcards detailing organization information and upcoming campus events
- Planned and coordinated fund-raisers, meetings, and charity events

**City Gate**  
Communications and Outreach Intern

Washington, DC  
June 2015- November 2015

- Volunteered with nonprofit's outreach department to educate and promote well-being of inner-city children
- Assisted director of outreach with social media marketing
- Developed outreach calendars, envelopes, and donation slips using Microsoft Publisher

**Office of the Federal Register**  
*Presidential Editorial Intern*

Washington, DC  
May 2014–August 2014

- Assisted presidential/legislative unit
- Worked with senior editors to proof, index, and audio proof federal laws and regulations
- Eradicated backlog of unpublished presidential speeches, memorandums, and notices

**CORE COMPETENCIES**

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- Analyzing data
- Comparing and contracting material
- Composing poetry
- Creating persuasive writings
- Critical thinking
- Critiquing writing
- Deciphering tone of communications
- Drafting, editing, and proofreading original materials

**ACADEMIC AWARDS AND ACHIEVEMENTS**

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- Pi Alpha Alpha Public Administration Honor Society-UB, April 2018
- Magna Cum Laude Graduating Honors-UMBC
- Cum Laude Semester Honors—UMBC

- Semester Academic Honors-UMBC
- Sigma Tau Delta English Honor Society-Member, UMBC
- Tau Sigma Transfer Honor Society—Member, UMBC
- Omicron Delta Kappa Honor Society—Member, UMBC
- Sigma Alpha Lambda Leadership Society—Member, UMBC
- Golden Key International Honor Society—Member, UMBC
- Phi Theta Kappa Honor Society—Member, College of Southern Maryland(CSM)
- Sigma Alpha Pi Leadership Society—Presidential Rank Member, CSM
- Dean’s List—CSM (all semesters)

## **AFFILIATIONS**

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- UB MPA Student Association-Member, 2017
- American Society for Public Administration-Member, 2017
- Founder—Black Girls Read, 2015–Present
- Intersivity College Commuter Ministry—Member, 2016
- Network of Enlightened Women—Member, 2014
- Poetry Society of America—Student Member, 2015
- Maryland Writer’s Association—Charles County Membership, 2014
- Life Journey Writer’s Group—Member, 2014

## **COMMUNITY SERVICE**

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- South Potomac—Hospitality volunteer, 2016–Present
- Tau Sigma and Golden Key Honor Societies—Volunteer fundraising and vendor, 2016
- Fishes and Loaves Food Pantry—Distributor/volunteer, 2013–Present
- Charlotte Hall Southern Maryland Library—Reading program volunteer, 2008–2013

## **CERTIFICATIONS**

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- Information Security Awareness and Behavior Guide Certified, 2018
- Certified Student Leader-Group Fundamentals, 2017
- Certified in Microsoft Office 2010
- Certified in Digital Literacy, Photoshop, Dreamweaver, and Flash (Software)
- Cybersecurity and Privacy Awareness Certified, US Department of Education