

Jane Doe

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Education

Masters of Arts in Global Affairs and Human Security, University of Baltimore, May 2018

Related Courses: *Program Evaluation, Managing Non-Profits, International Migration and Human Security and International Development.*

Bachelor of Science in Political Science, Lisbon University Institute – ISCTE, June 2014

Professional Experience

Co-Founder, *Portuguese Association for the Study and Prevention of the Sexual Abuse of Children (APPEPASC)*, April 2006 to July 2014

- Certified in child abuse prevention – conducted workshops regarding to child abuse prevention in schools and community centers.
- Selected as a speaker on sexual abuse at the Institute of Psychology (ISPA), Lisbon.
- Collaborated with a PHD dissertation research team by collecting data on sexual abuse prevention, 2012.
- Gathered data in an initial survey with the children, parents and educational professionals.
- Administered a survey in the end of the intervention for comparison purposes.
- Followed up with children about their situation and advised them with a proper care plan.
- Initiated conversation with the entities necessary in case of abuse report, such as child services and police.

Event Coordinator, *Association of Pure Breeder Lusitano*, May 2009 to May 2014.

- Led event planning for a festival to raise social awareness for horse care for 3 years.
- Communicated with the city hall to obtain permits to power, water and facilities.
- Coordinated with stakeholders to assure the security of the space and public order.
- Developed a marketing plan to promote the event on television, newspapers, radio stations and social media.

Additional Experience

Store Manager, *Obidos*, Portugal July 2014 to August 2016.

- Oversaw inventory, tracked sales daily and interact with costumers.
- Managed accounting as well as sales reporting for government tax purposes.
- Provided innovative methods for promoting products by strategically setting up displays.

Professional Associations

Member, *Global Affairs and Human Security Student Association in University of Baltimore*, August 2017 to present.

President, *International Student Association in University of Baltimore* – August 2017 to present.

Skills

- Native Portuguese speaker and fluent in English.
- Excellent research, data collection and reporting skills.
- Proficient in SPSS - Statistical Package for Social Sciences.



Permission granted to use resume for sample from UB student – name and contact information changed to protect privacy