

# Jane Doe

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## EDUCATION

### **University of Baltimore**

Baltimore, MD

Master of Arts in Global Affairs and Human Security

May 2021

Member: *Global Affairs and Human Security Student Association*

**Relevant Coursework:** *Managing NGOs, International Organization, Globalization and Social Change, International Migration and Human Security, Political Economy and Development*

### **Franklin & Marshall College**

Lancaster, PA

Bachelor of Arts in History

May 2017

○ Concentration in East Asian History, Politics, & Chinese Language

## EXPERIENCE

### **The World Trade Center Institute**

Baltimore, MD

*Intern*

August 2017-May 2018

- Assisted international travelers with organizing trips to local landmarks.
- Organized site visit information in Excel, answered phone inquiries, and filed important documents.
- Developed relationships with travelers from diverse cultural and linguistic backgrounds.

## ADDITIONAL EXPERIENCE

### **Network Administration at Franklin & Marshall College**

Lancaster, PA

*Intern*

March 2015 - August 2015

- Maintained and serviced the wifi and Ethernet connections on campus.
- Documented important guidelines for technology use and where the systems are housed on campus.

### **St. Paul's Summer Camp**

Brooklandville, MD

*Camp Counselor*

March 2009 - March 2014

- Oversaw the safety and wellbeing of upper elementary and middle school campers.
- Coordinated with peer counselors to organize and lead daily activities, such as pool time and various camps that required individual planning and resources.
- Gained experience mentoring, active listening, public speaking, and mediating conflicts.

## INVOLVEMENT

### **Japan-America Student Conference (JASC)**

*August 2017*

*Student Representative*

- Traveled around Japan for 3 weeks attending professional meetings, panels, and forums.
- Spoke at forums and panels providing information about the exchange between the United States and Japan.
- Developed relationships with fellow delegates and foreign companies from diverse geographical and political backgrounds.