

John Smith

Baltimore, MD

jmith223@gmail.com

XXX-XXX-XXXX



Education

Bachelor of Arts in International Studies

University of Baltimore

May 2020

Associate of Arts in General Studies

Community College of Baltimore County

May 2017

Relevant Coursework

Theories of International Relations, American Foreign Policy, Politics and Race, Media and Government, Globalization, The Far East in World Affairs

Core Qualifications

- Excellent problem-solving and analytical skills
- Exceptional leadership and interpersonal skills
- Experience with data entry and administration
- Exceptional oral and written communication
- Proficient in MS Word, MS Excel, PowerPoint
- Bi-Lingual (French and English)

Involvement

International Student Association, Baltimore, MD

President

June 20xx - March 20xx

- Leads a team of five officers and thirty members in developing programs and services that supports the international student population
- Coordinates the annual cultural celebration and welcome back event
- Constructs all meeting agendas and materials on a weekly basis

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

Professional Experience

Office of Government and Public Affairs, Baltimore, MD

University of Baltimore

January 20xx-May 20xx

- Coordinated with Baltimore city officials regarding events and special programs
- Acted as a UB student representative at community events
- Compiled data and speeches as content for online and print publications

Urban Works, Baltimore, MD

Canvassing Agency Recruiter

June 20xx - March 20xx

- Trained and recruited canvassers
- Developed sales pitches for canvassers
- Interpreted data, and collected data from routes
- Developed rebuttals and counter strategies for new employees

ADDITIONAL EXPERIENCE

Kelly Insurance Group, Baltimore, MD

Benefits Advisor

March 20xx - Present

- Developed custom health benefit packages
- Evaluated needs and made plan comparisons
- Organized alternative benefit solutions compliant with ACA regulations
- Arranged and instructed, enrollments and cancellations

Chipotle Mexican Grill, Baltimore, MD

Kitchen Manager

March 20xx - January 20xx

- Maintained high standards in a fast paced environment
- Performed the restaurant's administrative duties
- Trained new employees according to standard operating procedures