

# John Doe

1420 N. Charles St. | Baltimore, MD 21201 | XXX-XXX-XXXX | [john.doe@gmail.com](mailto:john.doe@gmail.com)

## EDUCATION

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**University of Baltimore** | Baltimore, MD | December, 2013  
Master of Arts in Public Administration  
GPA 3.92/4.00

**University of Baltimore** | Baltimore, MD | December, 2013  
Bachelor of Arts in Government and Public Policy  
GPA 3.89/4.00  
Honors: *Magna cum Laude*, Dean's List (fall, 2013)

## EXPERIENCE

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Legal Administrative Specialist | **Social Security Administration** | Richmond, California | September 2017- Present

- Determine if applicants are eligible to receive or continue receiving benefits and/or payments for various Social Security programs
- Answer questions from callers to Social Security's 800 number telephone network
- Resolve issues or discrepancies and explain Social Security program information to the public
- Evaluate benefit program operations to assess the integrity and quality
- Access and update information about claims

Intern | **The Millennium Challenge Corporation** | Washington, D.C. | October 2016-December 2016

- Conducted research on investment outlook in Liberia for the Finance, Investment and Trade Unit
- Updated the Millennium Challenge Corporation's Federal Advisory Committee Act database
- Translated from English to French the Climate Resilient Agriculture Operations Manual and Grants Manager Terms of Reference for the Niger Compact
- Assisted the Office of Strategic Partnerships (OSP) and the Finance, Investment and Trade (FIT) teams to plan and execute the Millennium Challenge Corporation Partnerships and Innovation College

Pathways Intern | **The United States Agency for International Development** | Washington, D.C. | November 2015-March 2016

- Conducted research on gender and climate change in Africa
- Found information to assist in drafting talking points, fact sheets, and general knowledge support
- Provided basic administrative support (copying, reserving rooms for meetings, answering phone)
- Greeted and escorted guests

International Affairs Intern | **The Hunger Project** | Washington, D.C. | January 2015-May 2015

- Completed English-French translations of advocacy documents on food security and nutrition in the post-2015 Sustainable Development Framework
- Updated The Hunger Project's Salesforce
- Provided support with social media outreach
- Provided basic administrative support such as copying, faxing, scanning documents, sending newsletters bi-weekly

## SKILLS

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- Computer: MS Word, Excel, PowerPoint, Outlook
- Language: Fluent in English and French (speaking/writing/reading)
- Project Design, Monitoring and Evaluation (Log Frame, Theory of Change, Results Framework)

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