

# John Doe

Baltimore, MD  
XXX-XXX-XXXX  
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## EDUCATION

### Master of Science in Nonprofit Management and Social Entrepreneurship

University of Baltimore, Baltimore, MD

December 2017

GPA: 3.45/4.0

#### Relevant Coursework:

- Public Program Evaluation
- Strategic Planning
- Grant Writing and Fundraising
- Principles and Practices of Nonprofits
- Leadership, Learning, and Change
- Human Services Program Planning

### Bachelor of Science in Construction Science

Prairie View A&M University, Prairie View, TX

August 2014

GPA: 3.30/4.0

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## PROFESSIONAL EXPERIENCE

**Community Development Project Assistant Intern** – Neighborhood Housing Services of Baltimore  
*Baltimore, MD*

May 2017-Present

- Coordinates all correspondences for the Housing Upgrades to Benefit Seniors (HUBS) program.
- Manages the grant funds for the HUIBS program.
- Prepares annual reports for current programs with the department coordinators.
- Assists the Lending Officer with Project Reinvest by collecting 1<sup>st</sup> Mortgagee documents from the title companies.

**Project Manager** - Center for Entrepreneurship and Innovation

Oct. 2016-March 2017

*University of Baltimore, Baltimore, MD*

- Prepared the agendas and facilitated weekly project team meetings for upcoming events.
- Drafted project management timelines with deadlines of task to complete for each program.
- Assisted supervisor and team members with students scheduling appointments with our entrepreneurial counselors.
- Planned and promoted upcoming events with team members by assisting with marketing strategies, staff support, catering services, securing venue, and creating content for programs.

**National Service Programs Intern** - Corporation for National and Community Service

Jan.2016-May2016

*Maryland/Delaware state office, Baltimore, MD*

- Organized and maintained records of the AmeriCorps VISTA, RSVP, and Foster Grandparent programs.
- Contributed to promoting the Volunteer in Service to America Summit Training for AmeriCorps VISTA members.
- Participated in meetings discussing current and new developing VISTA programs in the area.
- Liaise between CNCS and local VISTA sponsors involving services, events, and programs.
- Assisted in increasing the number of mayor participation on Mayor/County Executive/Tribal Recognition Day for National Service.

**Service Learning Intern** – Prairie View A&M University

June 2014- Aug. 2014

*Prairie View, TX*

- Conducted research on the series of Aquaponics for sustainable environment housing systems.
- Assisted the Service Learning Coordinator by preparing design examples for the Aquaponics system.

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## PROFESSIONAL ASSOCIATIONS

- SGA Graduate Senator, Chairperson of the Academic Committee for University of Baltimore 2017
- National Society of Leadership and Success 2016