**EDUCATION**

**Indiana University**, Bloomington, IN Month Year

O’Neill School of Public and Environmental Affairs

**Master of Arts in Arts Administration,** GPA X.XX/4.00

Concentration: Nonprofit Management

**Course Work: (Optional)**

Best practice: List 3-6 diverse and unique courses. Consider highlighting coursework that “fills in the gap” in your work experience. *For example: No experience in fundraising? Highlight current coursework in the fundraising field*

Fund Development for Nonprofit Organizations Grant Writing

Performing Arts Center Management Proposal Development & Grant Administration

**Undergraduate Institution**, City, State Abbreviation Month Year

**Degree Name**

Major: Minor:

**Targeted “Competency Headings” to specify type of experience.**

**Remember to include your practicum experiences.**

**DEVELOPMENT/EVENT/NONPROFIT/MANAGEMENT/LEADERSHIP/ARTS ADMINISTRATION/ RESEARCH/GRANT WRITING/TEACHING/EXPERIENCE**

**Name of Agency or Company 2**, City, State Month Year – Month Year

*Position Title*

* Action Verb + project/task + result (qualify and quantify specifics)
* Action Verb + project/task + result (qualify and quantify specifics)
* Action Verb + project/task + result (qualify and quantify specifics)

**Name of Agency or Company 1**, City, State Month Year – Month Year

*Position Title* 1 Month Year – Month Year

* Action Verb + project/task + result (qualify and quantify specifics)
* Action Verb + project/task + result (qualify and quantify specifics)

*Position Title 2* Month Year – Month Year

* Action Verb + project/task + result (qualify and quantify specifics)
* Action Verb + project/task + result (qualify and quantify specifics)
* Action Verb + project/task + result (qualify and quantify specifics)

**DEVELOPMENT/EVENT/NONPROFIT/MANAGEMENT/LEADERSHIP/ARTS ADMINISTRATION/ RESEARCH/GRANT WRITING/TEACHING EXPERIENCE**

**Name of Agency or Company 1**, City, State Month Year – Month Year

*Position Title*

* Action Verb + project/task + result (qualify and quantify specifics)
* Action Verb + project/task + result (qualify and quantify specifics)
* Action Verb + project/task + result (qualify and quantify specifics)

**DEVELOPMENT/EVENT/NONPROFIT/MANAGEMENT/LEADERSHIP/ARTS ADMINISTRATION/ RESEARCH/GRANT WRITING/TEACHING EXPERIENCE**

**Name of Agency or Company 1**, City, State Month Year – Month Year

*Position Title*

* Action Verb + project/task + result (qualify and quantify specifics)
* Action Verb + project/task + result (qualify and quantify specifics)
* Action Verb + project/task + result (qualify and quantify specifics)

**FESTIVAL/LARGE SCALE EVENT LEADERSHIP/EXPERIENCE**

**PRIVATE INSTRUCTORS/MASTER CLASS PARTICIPATION/TRAINING WITH SCHOLARS**

**JURIED EXHIBITIONS/GALLERY EXPERIENCE**

**ENSEMBLES/PERFORMANCE/CONDUCTING EXPERIENCE**

Note: In most cases you will not need to list performance experience unless the job description explicitly lists performance experience as an element of the application. For example – administrative positions in conservatories sometimes include performance background as an element of the job qualifications.

**INTERNATIONAL/DIVERSITY, EQUITY AND INCLUSION (DEI)/CULTURAL EXPERIENCE**

Study Abroad in Poland: Urban Problems and Solutions in Poland March 2022

Short-term international experience in Poland

**TECHNICAL SKILLS /CERTIFICATIONS/ LANGUAGES**

*\*These are examples provided as a reference as you write your own*

Proficient in RStudio, Python, SQL, SAS, Tableau, Salesforce and Airtable

Diversity, Equity and Inclusion Certificate, O’Neill School of Public and Environmental Affairs

**PUBLICATIONS**

\*Name of publication in APA format. Include published works as well as works submitted for publication.\*

Stacia S. Ryder & Patrick Devine-Wright (2021) Environmental justice implications and conceptual advancements: community experiences of proposed shale gas exploration in the UK, Environmental Politics, DOI: [10.1080/09644016.2021.1996728](https://doi.org/10.1080/09644016.2021.1996728)

Griff, I.T., Jones, R.J., Kyle, P.A., Sanders, D.A., and Science, J.A., (2008) Green Energy Implications for South Texas: Renewal Energy Forms Case Study. Environmental Case Studies. 184(3), 332-5.

**PRESENTATION**

\*Name of presentation. name of conference, date of presentation

“Building Key Performance Indicators to Measure Values-Based Cultural Policy”, 21st International Cultural Economics Conference, Virtual, July 2021