



**Josef Korbel School  
of International Studies**  
UNIVERSITY OF DENVER

## **Resume Toolkit**

### 1) Getting Started

### 2) Sample Resumes

- a. Josef Korbel (1 page)
- b. Samuel L. Jackson (1 page)
- c. Marge Simpson (2 pages)
- d. Identity considerations
- e. John Doe (federal resume style)

### 3) Active Verbs

# Get Started on Your Resume

Resumes are dynamic documents that should clearly reflect your skills and experience as it relates to your desired future career. **Each resume should be tailored to fit a specific job or internship.** Look at the position description and ask yourself what is this employer looking for? Then highlight those relevant skills, knowledge and experience in your resume. For example, a resume submitted to a research analyst position should emphasize research, analytical and writing skills, while a resume submitted for a development position should emphasize grant-writing, communication, and other fundraising skills. Additionally, there are different styles you should adopt depending on the sector and location (international versus domestic). Remember, writing a resume is an art and is always a work in progress. Here are some tips to get started on a general resume!

## Formatting:

- We **do not** recommend using a template. Typically, they do not include the sections appropriate for this field, and you will quickly become frustrated at having to edit a template to customize your resume for each application.
- Your name goes in the center at the top in a large-size font, with your location, email address, phone number, and LinkedIn (optional) in a smaller font on the line below. Inserting a border line below your letterhead block helps to distinguish it from the rest of the resume.
- Do not go below 11 pt. font for text size as it becomes very difficult to read.
- If you are just starting your career, you should be able to fit your resume on one page, although there are exceptions to this rule. If you have more experience, you may choose a two-page resume. If your resume is two pages, make sure you fill at least three-quarters of the 2<sup>nd</sup> page. Include your last name and the page number in the top right-hand corner of the second page.
- If your resume feels cluttered, it may help to insert border lines above each new section.
- Be sure to have another set of eyes look over your resume for spelling and grammar mistakes.

## Resume Sections & Content:

### *Qualifications Profile (Or Summary of Qualifications)*

- You can use bullet points (see Samuel L. Jackson sample) or narrative-style (Josef Korbel and Marge Simpson samples).
  - If bullet points: include 6-8 skills or characteristics you have that fit the position description such as “Grant writing” or “Statistical Analysis.”
  - If narrative style: highlight three to five skills or accomplishments listed elsewhere on your resume. For example, “3+ years of experience with planning fund-raising events for non-profits in the Denver area.”
- Since you are in school, in most cases we recommend putting this section before your work experience (Unless you have worked for many years or the job emphasizes experience over education).

### *Education*

- For the Josef Korbel School Section:
  - Put your expected graduation date. It is not necessary to include the date range.
  - List Josef Korbel School before the University of Denver.
  - List Denver, CO for the location.
  - List your certificate, concentration and/or regional focus, if applicable.
  - You can include relevant coursework, and you should adjust this section to fit the knowledge and skills desired by the employer.
  - It is appropriate to list significant extracurricular activities you are engaged in through school.
- For your undergraduate and other educational experiences:
  - It is not necessary to put relevant coursework or all your extra-curricular activities.
  - Include a thesis or other significant research work if applicable

- Include any other significant skills learned or major leadership activity not covered in your graduate work.
- Include any language training, especially any done in the field, and study abroad experience.

### ***Relevant Experience or Professional Experience***

- By calling this section “Relevant Experience,” you can select which experiences you want to list without worrying about gaps. This also allows you to include volunteer work in this section, particularly if you have relevant, transferrable skills from this work.
- Those interested in the security field should consider calling this section “Professional Experience.”
- List items in reverse chronological order, beginning with the most recent.
- For each employer or volunteer experience, include city and state, or country, where the work was primarily performed, as well as the date range with months.
- Completed experiences should start with a past-tense verb. Ongoing experiences should have present-tense verbs.
- Bullet points should demonstrate knowledge and skills utilized, including quantification where possible. Utilize the STAR method when writing your bullets: Situation/Task, Action, Result. Bullet points should answer the following questions: What did I do? Who did it impact? How many times? What was the result?

# JOSEF KORBEL

Josef.Korbel@du.edu • 303-871-4490 • [www.linkedin.com](http://www.linkedin.com)

A one-page resume works well for internships and jobs in most sectors, and for those just starting out in the field.

## Qualifications Profile

- 2 years of experience managing education development projects in Latin America
- Qualitative and quantitative policy research and analysis skills in an international setting
- Speak, write and read Spanish fluently; read and write basic Arabic and speak intermediate Arabic
- Excellent written and verbal communication skills

Phrases work well when you have more soft skills or need to provide more context.

## Education

### **Josef Korbel School of International Studies, University of Denver**

Master of Arts Candidate in International Development

Denver, CO

Expected June 2024

- Certificate in Humanitarian Assistance
- Relevant Coursework: Economic Development; International Development in Cross-Cultural Perspective; International Project Analysis

You may choose to highlight 3-5 courses that help demonstrate you have skills/knowledge not immediately evident in your experience.

### **University of Colorado, Boulder**

Bachelor of Arts in Economics

Boulder, CO

May 2020

- Studied abroad in Lima, Peru (Spring 2019)
- President, CU Boulder Green Party September

An optional way to highlight study abroad, thesis or other significant activity from undergrad.

## Relevant Experience

### **FHI 360**

#### **Program Assistant**

Relevant Experience is an appropriate section heading when you want to highlight your most relevant positions and exclude others.

Jaber, Jordan

July 2021 – Aug. 2022

- Research and write the first draft of a policy plan to implement a new primary school curriculum
- Liaise between members of the community and the program team to adapt the new curriculum to appropriately meet the needs of the local population
- Compile and analyze quantitative data to evaluate student test scores following the implementation of the new curriculum

Concluded experiences should have past-tense verbs. Current experiences should be in present tense.

### **Department of Economics, University of Colorado, Boulder**

#### **Student Assistant**

Boulder, CO

September 2019-May 2021

- Coordinated a successful two-day academic conference attended by over 200 scholars, including handling travel and venue arrangements, and creating all online and printed materials for the event
- Responded promptly to student inquiries about the academic requirements of undergraduate and graduate degree programs
- Prepared student internship and employment reports for faculty leaders and accurately reconciled monthly budget statements

### **United States Agency for International Development**

#### **Volunteer Student Intern, Bureau for Legislative and Public Affairs**

Washington, DC

June-August 2019

- Researched and wrote dozens of press releases about USAID-funded health projects in Latin America
- Compiled press coverage of USAID projects from Spanish-language media into a daily report for bureau leadership
- Wrote an article published in local media
- Wrote a profile of a Bolivian village that received a new, state-of-the-art hospital through a USAID grant published in

For each bullet point you should use the STAR Method format.

### **Intercambio de Comunidades**

#### **Volunteer**

Longmont, CO

October 2017-April 2018

- Developed curriculum and taught English for adult learners and collaborated with staff to of over 15 intercultural and fundraising events, including a barbecue that raised \$6,000 for the organization

**Technical Skills:** Microsoft Word, Excel, Outlook, Adobe, Canva, Facebook, Twitter, Instagram

If possible quantify with numbers and/or financial impact of your work

This resume does not include a street address, which is perfectly fine for many resumes

# Samuel L. Jackson

[Samuel.Jackson@du.edu](mailto:Samuel.Jackson@du.edu) ▪ (303) 871-4490 ▪ Hollywood, CA

Shorter bullets work well if you want to demonstrate a number of hard skills

## SUMMARY OF QUALIFICATIONS

- Qualitative analysis
- Grant management
- Writing quarter and annual grant reports
- Budget management
- Project management
- Project evaluation
- Event planning
- Case management

## EDUCATION

**Josef Korbel School of International Studies, University of Denver**

Master of Arts: International Studies

Concentration: Conflict Resolution

**Denver, Colorado**

**Expected June 2024**

**University of Omaha**

Bachelor of Arts: Psychology

Minor: International Studies

- Study abroad in the Czech Republic

**Omaha, Nebraska**

**Dec. 2020**

**Spring 2019**

## PROFESSIONAL EXPERIENCE

**Y.O.U. Youth Services**

**Foster Care Family Specialist**

- Managed and assessed 40-50 cases of children in the foster care system and implemented appropriate services to ensure the safety and well-being of minors.
- Proactively collaborated with Nebraska Health and Human Services and community health providers to ensure consistent service, accurate documentation, and communication across agencies.

**Omaha, Nebraska**

**Feb. 2022 – Aug. 2022**

**Project Manager - Health and Refugee Outreach**

**Feb. 2021- Feb. 2022**

- Managed a federal grant budget of \$10,000 allocated towards healthcare education, community outreach, and resource dissemination to ensure accessibility of healthcare in the US for refugees.
- Wrote 3 grants for health projects targeting refugees in the Omaha area to increase funding for promotion, outreach, and immunization campaigns.
- Coordinated bi-monthly health fairs, elementary school physicals, and health screenings for over 300 community members.
- Developed multilingual and culturally relevant marketing materials that improved participation in program services by 25%.

**Tracker**

**Sept. 2020 – Feb. 2021**

- Managed 50 cases of juvenile offenders to provide personalized intervention support to prevent recidivism.
- Assessed and evaluated over 50 clients to determine the appropriate level of service needs.

**Krendle & Krendle**

*Legal Office Assistant*

**Lincoln, Nebraska**

**June 2019 to May 2020**

- Organized project documents completed by the firm's attorneys to ensure proper record-keeping for future legal cases.
- Delivered legal documents to state and federal offices so both the firm and district attorneys could communicate in an accurate and timely manner.

## COMMUNITY INVOLVEMENT

Secretary, Omaha Young Professionals Networking Group

2021-2022

Y.O.U. Youth Advisory Board

2021-2022

Red Cross CPR certification

2020 - Present

America Reads Tutor

2017-2020

## LANGUAGES AND TECHNICAL SKILLS

Intermediate Spanish (spoken and written)

Microsoft Word, Excel, PowerPoint, Outlook, and Google equivalents

An optional section like this is useful if you have a number of short-term volunteer experiences. If a volunteer activity is long-term and demonstrates relevant skills, then it can be included as experience

If you have more years of relevant experience, significant research, and/or involvement in the field, a 2-page resume is appropriate for many positions. You should fill up at least three-quarters of the 2<sup>nd</sup> page

# Marge Simpson

Including your LinkedIn profile is optional. If you do make sure it's good!

303.867.5309 [msimpson@gmail.com](mailto:msimpson@gmail.com) [linkedin.com/in/margesimpson](https://www.linkedin.com/in/margesimpson)

## SUMMARY OF QUALIFICATIONS

- Project management, multi-tasking and problem-solving in a fast-paced collaborative setting
- Qualitative and quantitative research analysis in academic settings
- Proven verbal, intercultural, and written communication skills developed through international work experience
- Intermediate skills in Excel and MS Office skills demonstrated by creating reports, presentations and analyzing data

Phrases work well here when you have more soft skills or need to provide more context.

## EDUCATION

**Josef Korbel School of International Studies, University of Denver, Denver, CO**

**Expected June 2024**

M.A. Candidate, International Studies

Concentration: Security and Development

**University of Iowa, Iowa City, IA**

**May 2021**

Completed graduate coursework in International Relations

**University of Colorado, Boulder, CO**

**May 2018**

B.A. Political Science; Minor, History

Study abroad: Italy

## PROFESSIONAL EXPERIENCE

**Women for Women International**

**Moscow, Russia**

**Intern**

**June 2022– August 2022**

- Led group English lessons for 22 staff members twice daily and individual lessons by appointment
- Designed language curriculum for students who plan to learn English as an additional language.
- Edited the English translation of the organization's employee rulebook to ensure grammar was correct
- Participated in field visits resulting in the enrollment of 10 new women into the program

**University of Iowa, Department of Political Science and International Relations**

**Des Moines, IA**

**Graduate Teaching Assistant**

**June 2020 – May 2021**

- Conducted individual consultations with an average of 2 students per week to answer questions and help them with writing skills
- Presented two-part lecture on structure and history of the European Union for European Governments course and led discussion on political implications of US military strategy in Vietnam war for World Politics course
- Edited and graded research papers averaging 20 pages for 25 students
- Helped prepare and grade midterm and final exams for total of 85 students over one year

**Barnes & Noble**

**Denver, CO**

**Coordinator of Business & Education Department and Internet Store**

**January 2019 – May 2020**

- Headed the general redevelopment of the Business and Education Department, leading a team of nine employees across three stores resulting in a 20 percent increase in departmental business
- Coordinated and processed specialty orders of \$10,000 - \$20,000 with clients, store management and publisher
- Conducted training sessions on processing Business and Education departmental orders as well as Internet Store orders for departmental employees as well as general store managers

**Barnes & Noble (continued)**

**Denver, CO**

**Business and Education Accounts Representative**

**January 2019 – May 2020**

- Researched and processed to completion bulk and/or specialty orders ranging on average from \$500-\$10,000 for corporate, school, and non-profit clients

**Center for Human Enrichment Tutoring, University of Colorado**

**Boulder, CO**

**Assistant to the Facilitator**

**June 2018 – October 2018**

- Compiled and organized 50-page federal report of tutoring services for stakeholders to better understand the services the center provided
- Prepared schedules for 20 tutors, catalogues of courses for which tutoring was available, and training sessions
- Data entry recording tutor evaluations, tutoring appointments, and creating new client files

**Tutoring Center Assistant**

**March 2018 – June 2018**

- Scheduled and checked students in for tutoring appointments
- Promoted due to excellent customer service and attention to detail

**Denver Congressional Office of Diana DeGette**

**Denver, CO**

**Constituent Relations Intern**

**June 2017 – August 2017**

- Assisted with four public relations events and campaign activities to raise support for Congresswoman DeGette
- Handled an average of 10 constituent phone calls per week and completed 5 letters to constituents to ensure their concerns were understood and documented
- Responded promptly to emails and phone calls while logging all correspondence in a fast-paced environment

A volunteer experience section is an option if you have a lot and want to separate it from your professional work

**VOLUNTEER EXPERIENCE**

**Colorado Refugee ESL Program ESL Tutor**

**September 2019 – present**

- Provided regular one-on-one English lessons to a refugee in the Denver community.

**Rocky Mountain Survivor Center (RMSC) Volunteer**

**March 2017 – June 2017**

- Compiled research to create a country profile of Palestine, which would assist the work and broaden the knowledge base of caseworkers, therapists, and lawyers of RMSC's clients.

**Denver Peace and Justice Committee (DJPC) Volunteer**

**June 2016– May 2017**

- Designed lesson plan on Alice Paul and conducted research on Shirin Ebadi for DJPC's Global Solutions to Violence Education Program; helped write grant to raise funds for the Global Solutions to Violence Outreach Program.

**SCHOLASTIC ACHIEVEMENTS, AWARDS, AND HONORS**

Recipient of University of Denver Academic Scholarship

2021-2022

Completed and published Honors thesis: *The World View of Renaissance Florence: Art, Ideology and Social Structure*

April 2018

Completed intensive German language course at University of Oldenburg, Oldenburg, Germany

July 2013-August 2017

Nominated and accepted for participation at the 44<sup>th</sup> Air Force Assembly in Colorado Springs

February 2016

**LANGUAGES**

German: Advanced reading, writing, speaking

Russian: Intermediate reading, writing, speaking

This section is an option if you have awards that you want to highlight. You may also consider having an Additional Skills and Language section to highlight technical and language skills that are not included in your Qualifications section

**TECHNICAL SKILLS**

Microsoft Suite, Python, Canva, Adobe



Look for highlights to see options for sharing your story: Yellow = ideas for showcasing your identities Blue = ideas to protect your identities

You can include pronouns if you want to showcase your identity.

# JOSEF [or first initial] KORBEL

## Pronouns: Pronunciation

Josef.Korbel@du.edu • 303-871-4490 • [www.linkedin.com](http://www.linkedin.com)

One way to avoid bias on your resume is to put your first initial and last name.

You can highlight language skills in several different ways.

### Qualifications Profile

- 2 years of experience managing education development projects in Latin America
- Qualitative and quantitative policy research and analysis skills in an international setting
- Speak, write, and read Spanish fluently; read and write basic Arabic and speak intermediate Arabic
- Native Spanish speaker and first-generation student committed to social justice through education reform
- Excellent written and verbal communication skills

### Education

#### **Josef Korbel School of International Studies, University of Denver**

Master of Arts Candidate in International Development

Denver, CO

Expected June 2024

- Certificate: Public Diplomacy
- Relevant Coursework: Economic Development, International Project Analysis, Gender and Development

#### **University of Colorado, Boulder**

Bachelor of Arts in Economics

Boulder, CO

May 2020

- Studied abroad in Lima, Peru (Spring 2019)
- President, CU Boulder Green Party
- President, CU Boulder Political Organization

You can highlight roles in political affiliations. If you want to highlight your role but not your affiliation you can write in more neutral terms.

### Relevant Experience

#### **FHI 360**

Jaber, Jordan

#### **Program Assistant**

July 2020 – Aug. 2022

- Researched and wrote the first draft of a policy plan to implement a new primary school curriculum
- Liaised between members of the community and the program team to adapt the new curriculum to appropriately meet the needs of the local population
- Compiled and analyzed quantitative data to evaluate student test scores following the implementation of the new curriculum

#### **University of Colorado, Boulder**

Boulder, CO

#### **Student Assistant, Department of Economics**

Sept. 2019 – May 2020

- Coordinated a successful two-day academic conference attended by over 200 scholars, including handling travel and venue arrangements, and creating all online and printed materials for the event
- Responded promptly to student inquiries about the academic requirements of undergraduate and graduate degree programs
- Prepared student internship and employment reports for faculty leaders and accurately reconciled monthly budget statements

#### **United States Agency for International Development**

Washington, DC

#### **Volunteer Student Intern, Bureau for Legislative and Public Affairs**

June – Aug. 2019

- Researched and wrote dozens of press releases about USAID-funded health projects in Latin America
- Compiled press coverage of USAID projects from Spanish-language media into a daily report for bureau leadership
- Wrote an article published in local media about a joint initiative between USAID and the Bolivian government to provide regional hospitals with modern medical equipment

### Technical Skills

Microsoft Office and Google equivalents, Adobe Suite, Canva, social media platforms



# Samuel L. [or First Initial] Jackson

Pronouns: (She/Hers; He/Him; They/Them) Pronunciation: (xxxx)

samuelljackson@gmail.com • Hollywood, CO • (303) 867-5309

Look for highlights to see options for sharing your story: Yellow = ideas for showcasing your identities  
Blue = ideas to protect your identities

## SUMMARY OF QUALIFICATIONS

- Qualitative analysis
- Grant management
- Writing quarter and annual grant reports
- Budget management
- Project management
- Project evaluation
- Event planning
- Intermediate Spanish (written and spoken)

## EDUCATION

Josef Korbel School of International Studies, University of Denver

Expected June 2024

Master of Arts: International Studies

Concentration: Conflict Resolution

University of Omaha

December 2020

Bachelor of Arts: Psychology

Minor: International Studies

*Study abroad in the Czech Republic*

March - June 2019

## PROFESSIONAL EXPERIENCE

Y.O.U. Youth Services

Omaha, NE

*Foster Care Family Specialist*

February 2022 - August 2022

- Managed and assessed 40-50 cases of children in the foster care system and implemented appropriate services to ensure the safety and well-being of minors.
- Coordinated child services with Nebraska Health and Human Services and their community providers to ensure consistent services and communications.

*Project Manager - Health and Refugee Outreach*

February 2021- February 2022

- Managed a federal grant budget of \$10,000 allocated towards healthcare education, community outreach, and resource dissemination to ensure accessibility of healthcare in the US for refugees.
- Wrote 3 grant reports for health projects targeting refugees in the Omaha area in order to increase funding for immunization, promotion, and outreach.
- Coordinated bi-monthly health fairs, elementary school physicals, and health screenings for over 300 community members.
- Developed marketing materials that improved participation in program services by 17%.

Krendle & Krendle

Lincoln, NE

*Legal Office Assistant*

January 2019 to May 2020

- Organized project documents completed by the firm's attorneys to ensure proper record-keeping for future legal cases.
- Delivered legal documents to state and federal offices so both the firm and district attorneys could better communicate.

## COMMUNITY INVOLVEMENT

- International Administration Student Association (IASA) 2016
- President of College Democrats 2014
- President of Political Activist Organization 2013-2014
- Campus Red Cross 2012-2013
- America Reads Tutor 2011-2012

This is a FEDERAL resume, which has a very different style, and should generally be used for applying to jobs and internships with the federal government.

# John Doe

5555 E. Somewhere Street, Unit 55 ▪ Denver, CO 80222 | Phone: 303.555.5555 | john.doe@du.edu

Veterans Preference: None

Highest Federal Grade: GS-9 (equivalent HACU Federal Intern)

Citizenship: U.S.A.

**Qualifications Profile:**

- U.S. DOJ/FBI Top Secret Security Clearance, Status: Active
- FBI Overseas Survival and Awareness Training (OSAT), Test passed with a 93% Score
- Excellent verbal and written communication skills
- In-depth understanding of open-source information and standard journalistic practices

Be sure to include applicable details such as Veterans Preference, security clearance, relevant trainings and certifications.

**Education:**

**University of Denver, Josef Korbel School of International Studies**

09/2023 – Present

2200 S. Gaylord Street ▪ Denver, CO 80280  
Master of Arts in International Security  
Concentration: Intelligence  
Certificate: Homeland Security  
Regional Focus: Middle East / U.S. Studies  
Language Component: Arabic (5 credit hours completed)

**Colorado State University – Pueblo**

09/2018 – 05/2023

2200 Bonforte Blvd. ▪ Pueblo, CO 81001  
Bachelor of Science in Mass Communications  
Emphasis Areas: Public Relations and Marketing  
Minors: Leadership Studies and Political Science  
Scholastic Honors: Magna Cum Laude

**Experience:**

**Federal Bureau of Investigation (FBI), United States Department of Justice**

06/2023 – Present

Byron G. Rogers Federal Building ▪ 1961 Stout Street ▪ Denver, CO 80294  
Field Based Intern ▪ Cyber Squad 13 ▪ Pay rate: \$14.00 per hr ▪ 20 hrs per week

Duties:

- Collaborate on various “Secret//NOFORN/FISA,” “Secret//NOFORN” and “Sensitive but Unclassified” projects supporting cyber investigations
- Participate in an FBI SWAT and Evidence Response Team field training exercise
- Coordinate with other members of the U.S. Intelligence Community providing investigative leads
- Search and analyze government and private databases assisting in investigations

Training Completed:

- FBI Firearms and Fit Test Training
- FBI Overseas Survival and Awareness Training (OSAT)
- SENTINEL Training for General Users (FBI’s new Automated Case Support user-interface)

**Josef Korbel School Office of Career and Professional Development**

06/2023 – Present

2200 S. Gaylord Street ▪ Denver, CO 80280 ▪ Pay rate: \$14.00 per hr ▪ 15 hrs per week  
Graduate Assistant

Duties:

- Maintain and update the Career Center student information database
- Compile and compose reports on student employment and internship data
- Arrange for logistical needs for various Career Center events

**David L. Williams Private Investigations (DLW)**

03/2020 – 06/2020

150 E. 10 Avenue ▪ Denver, CO 80203 ▪ Pay rate: \$13.00 per hr ▪ 20 hrs per week  
Investigative Assistant and Runner

Duties:

- Researched and requested information relevant to DLW investigations from various state and municipal sources
- Maintained open case files and closed cases as appropriate
- Arranged interviews with “persons of interest” to DLW investigations
- Compiled discovery packets for clients and assisted in document examination

On a federal resume, the employer address, pay rate, and hours per week are documented.

## Historic Arkansas Riverwalk of Pueblo (HARP)

200 W. 1<sup>st</sup> Street, Suite 312 ▪ Pueblo, CO 81003 ▪ Pay rate: \$10.00 per hr ▪ 15 hrs per week

Interim Director of Marketing and Special Events

09/2019 – 01/2020

### Duties:

- Designed and distributed all promotional and advertising material
- Oversaw all aspects of special events on the Riverwalk including: logistical issues, entertainment/talent, secured municipal licenses and permits, and arranged for road closures
- Managed a \$150,000.00 marketing budget and allocated the budget accordingly
- Represented the Riverwalk at community committees, tourism expos and other official functions

Development Assistant (HARP Foundation)

07/2019 – 09/2019

### Duties:

- Researched and assisted with writing grant proposals and grant reporting, including the collaboration on a proposal presentation team for a \$1 million EDA grant which was awarded to the Riverwalk
- Presented to potential donors and foundations
- Managed various donor databases
- Created the HARP Foundation Newsletter

**Puget Sound Health Care System, United States Department of Veteran Affairs** 06/2018 – 09/2019

1660 Columbian Way ▪ Seattle, WA 98108 ▪ Pay rate: \$10.00 per hr ▪ 20 hrs per week

Public Affairs Office/Primary and Specialty Care Medicine Intern

### Duties:

- Coordinated a national level Town Hall Meeting for a five state region (approximately 200 in attendance)
- Wrote, edited and designed patient information materials, press releases and professional correspondence
- Developed a case statement and \$800,000.00 fundraising campaign for the Fisher House project
- Evaluated website content and developed an organizational plan for a new Brachytherapy website

**Colorado Springs World Arena and Ice Hall**

10/2017 – 05/2018

3185 Venetucci Boulevard ▪ Colorado Springs, CO 80906 ▪ Pay rate: \$10.00 per hr ▪ 20 hrs per week

Public Affairs Intern

### Duties:

- Supervised marketing efforts resulting in a successful international figure skating event
- Wrote and distributed press releases reaching 75 nation-wide newspapers
- Arranged interviews between talent and local media
- Wrote content for event programs and coordinated with professional design teams making layout decisions

## Skills:

### Computer Skills

#### Software:

- Adobe Creative Suite (Photoshop, InDesign, Illustrator, Acrobat and Dreamweaver)
- Macromedia Flash MX
- Web Pilot (U.S. Government Website Development Software)
- FBI Net (Sentinel/ACS)

This skills section is more technical and detailed than the qualifications profile. Consider sub-headings to organize your skills.

#### Programming Languages:

- HTML
- Java Script
- WS FTP (Windows File Transfer Protocol)
- SQL (Basic level)

## Honors &

- Capps Capozzolo Award for Excellence (2019)

## Activities:

A federal resume typically includes much more detail about honors and activities than a standard resume.

- Mass Communications Benji Award - Most Outstanding Graduating Senior in Public Relations (2019)
- Who's Who Among American Colleges and Universities (2019)
- El Pomar Scholars Program Delegate (2018/2019)
- President's Leadership Program Scholar (2015 – 2019)
- El Pomar Leadership Scholar (2015 – 2019)
- Hispanic Association of Colleges and Universities (HACU) Certificate of Merit (2018)
- Virginia E. Ullmann Award Scholarship (2017/2018)
- College of Humanities & Social Sciences Dean's List (all 8 semesters enrolled)
- President's Leadership Program Certificate of Achievement (2016/2017)
- United States Army National Scholar Athlete Award (2015)

## Interests:

Rock climbing, soccer, running, lacrosse, swimming, hiking, mountain biking, web design, graphic art/design, snow skiing, water skiing, camping, jet skiing, snowshoeing, mentoring youth, reading, and drawing



**Action Verb List**

Accomplished	Determined	Obtained
Achieved	Developed	Organized
Administered	Devised	Oversaw
Advised	Directed	Participated
Analyzed	Discovered	Performed
Appraised	Edited	Persuaded
Arbitrated	Eliminated	Piloted
Arranged	Ensured	Prepared
Assessed	Equipped	Presented
Assisted	Established	Produced
Audited	Evaluated	Programmed
Bought	Examined	Projected
Briefed	Expanded	Promoted
Brought	Financed	Publicized
Budgeted	Forecasted	Purchased
Built	Formulated	Qualified
Calculated	Founded	Questioned
Changed	Generated	Raised Profits
Chaired	Governed	Recommended
Collected	Graded	Recorded
Communicated	Guided	Reduced
Completed	Handled	Researched
Conceptualized	Hypothesized	Reviewed
Conducted	Implemented	Selected
Consolidated	Improved	Solved
Constructed	Initiated	Specified
Controlled	Instituted	Structured
Coordinated	Introduced	Summarized
Counseled	Investigated	Supervised
Created	Maintained	Systematized
Critiqued	Managed	Tested
Delivered	Modified	Trained
Demonstrated	Monitored	Translated
Designed	Negotiated	Wrote
	Observed	