

Required for Federal Resumes. If you have a Veterans Preference, add it here.

## First Name Last Name

Denton, TX 76201

Tel: (940) 555-5555 / E-mail

Position Title/Grade: Research Specialist

Social Security No.: 123-22-3333

Citizenship: United States of America

Vacancy Announcement No.: INV-WJ348-10-DE

Veteran's Preference: N/A

Federal Civilian Status: N/A

### SUMMARY OF RELEVANT SKILLS:

- **Research:** legislative, newspaper, Internet, international, Library of Congress and the Congressional Research Service
- **Writing & Editing:** reports, correspondence, emails, PowerPoint copy, web content, newspaper articles, newsletter content
- **Project coordination:** compiling information, planning and coordinating completion, tracking status, followup, and managing details
- **Languages:** Communicate in American Sign Language and Costa Rican Sign Language; Read and Write in English and Spanish
- **Computer skills:** Microsoft Suite - Microsoft Word, PowerPoint, Excel; Keyboard 50 wpm

### EDUCATION:

University of North Texas- Denton, Texas

**Bachelor of Arts:** May 2015, **Double Majors:** Political Science and Spanish

**GPA:** 3.35 **Semester hours:** 138

### **Honors & Awards:**

- Phi Sigma Iota Award (Foreign Language Honor Society)
- Athletics Volunteer Award, Admissions/Concession Staff
- Dean's List, University of North Texas, 3 semesters
- Represented University of North Texas at the Department of State's *Disability Mentor's Day*. Met Secretary of State Hillary Clinton. Was photographed with Ms. Clinton and quoted in State Magazine, December 2013, p. 19, <http://www.state.gov/documents/organization/27053.pdf>

### **Research Paper Topics:**

Consistently received excellent grades and faculty reviews of research papers. Many papers involved extensive, original Internet and library research concerning politics, legislation, culture, international relations, world leaders and history. Papers include:

- History of the Republic of Costa Rica
- Eisenhower - Desegregating Schools and the Supreme Court
- How Nations Make Peace
- Hispanic Immigration in the United States
- Antonio Magarotto and World Federation of the Deaf

Relevant skills are based on key words from the job duties listed in the job description.

Category titles are based on key words from the job duties listed in the job description.

**LEGISLATIVE INTERNSHIPS:**

September to October 20##

**Student Intern/Mail Clerk** (*unpaid*)

**U.S. Senator Tom Harkin**, United States Senate, Washington, D.C.

Sen. Tom Harkin's Intern Coordinator: (202) 555-3254

May contact

Assisted Senatorial staff members in their day-to-day activities with a variety of support tasks. Participated in the legislative process. Conducted research on legislative issues, including disability and education. Drafted correspondence to Iowa constituents. Researched issues for Iowa constituents and made referrals to various offices. Sorted and prioritized mail, e-mail, and faxes.

**Student Intern** (*unpaid*) / **Staff Assistant** (*paid*)

July to August 20## & 20##

**Staff Assistant.** \$12,000/annually

**U.S. Senator Max Cleland**, United States Senate, Washington, D.C.

Sen. Max Cleland, Member, Board of Directors. Export-Import Bank of the U.S.: (202) 555-3520

May contact

Assisted Senatorial staff members in the full range of support activities. Participated in the legislative process, including research on legislative issues, feeding information into database and drafting correspondence to Georgia constituents. Sorted and prioritized mail, e-mail, and faxes.

**RESEARCH, WRITING, AND TEACHING INTERNSHIPS:**

September to December 20##

**Student Intern/Researcher**

Costa Rica National Association of the Deaf

Asociación Nacional de Sordos de Costa Rica (ANASCOR)

San José, Costa Rica

Allan Fernández, Professor, University of Costa Rica: Tel/Fax: (506) 555-9819 or Email: allanfern@yahoo.com

May contact

You can also say "do not contact," if you do not want the supervisor to be contacted.

Collected and researched old and new newspapers related to deaf community and ANASCOR's various events and special projects. Wrote and submitted articles to associations, websites, and newsletters relating to deaf community in San José and across Costa Rica.

**Student Intern/Instructor**

September to November 20##

The Education Center of the Deaf Adults

El Centro de Educación de Sordos Adultos (CESA)

San José, Costa Rica

Allan Fernández, Professor, University of Costa Rica: Tel/Fax: (506) 555-9819

May contact

Taught deaf adult students studying Social Studies to include the geography, world history, history of Costa Rica, and a general history. Participated in and organized various workshops for adult students.

**ADMINISTRATIVE/CLERICAL EXPERIENCE:**

**Postal Aide.** Salary: \$7.25/hour  
University Post Office, University of North Texas  
Denton, TX  
Supervisor: Ms. Brenda Keller, Post Office Supervisor: (940) XXX-XXXX  
May contact

January 20## to August 20##

Sorted incoming mail and separated for delivery to appropriate departments and student mail- boxes.

**Student Assistant.** Salary: \$7.25/hour  
The Office of the Provost, University of North Texas  
Denton, TX  
Supervisor: Sharon Hauptman, Administrative Assistant: (940) XXX-XXXX.  
May contact

August 20## to May 20##

Assisted with general projects in the office to include: mail pick-up and delivery to the Provost office and campus-wide, copying, checking work assignment boxes frequently for next assignments, typing of invoices and other forms, running errands, and assisting any Provost staff members with coordinating logistics of special projects and events.

**Computer Lab Assistant.** Salary: \$8.91/hour  
College of Arts & Sciences Computer Lab  
University of North Texas, Denton , TX  
Supervisor: Mr. Russell Olson, Chair and Professor: (940) xxx-xxxx.  
May contact

Supervised activities in the computer lab room. Assisted students with computer-related questions and problems.

**MEMBERSHIPS:**

Texas School for the Deaf Alumni Association (FSDAA)  
Costa Rica National Association for the Deaf (ANASCOR)World  
Federation of the Deaf (WFD)  
Phi Sigma Iota (Foreign Language Honor Society)

**ADDITIONAL INFORMATION:**

- Distinguished for academic accomplishments.
  - Successfully balanced academic and work schedules.
  - Gained valuable insight and experience in the legislative process working as an intern in two different Senate offices.
  - Acquired in-depth understanding and appreciation for the deaf in another country when serving in an internship in Costa Rica.
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