



GSE SAMPLE RESUMES

FOR STUDENTS INTERESTED
IN POLICY, RESEARCH, AND
PROGRAM ADMINISTRATION

Simone Student

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SUMMARY OF QUALIFICATIONS

Over 10 years of progressive and diversified analytical and education-related experience in the public and private sector. Strong background in law, government and policy, including quantitative data management skills and advocacy experience. Skilled in SAS and SPSS.

EDUCATION

University of Pennsylvania, Graduate School of Education Philadelphia, PA
PhD, Education Policy May 2019
M.S.Ed, Education Policy May 2014

Rutgers University School of Law Newark, NJ
Juris Doctor June 2009

Bates College Lewiston, ME
Bachelor of Arts, Sociology & Economics November 2004

RESEARCH AND RELATED EXPERIENCE

Center for Research & Evaluation in Social Policy, Philadelphia, PA September 2016-May 2019
Graduate Fellow

- Performed statistical analysis of elementary school performance, as part of ongoing study of No Child Left Behind regulations
- Present monthly progress reports at Center-wide lunch meetings
- Develop and maintain databases for future projects

Center for Children & Childhood Studies, Camden, NJ August 2011-July 2013
Policy Research Assistant

- Acted as part of a consulting group engaged in research and lobbying activity on children's rights issues
- Designed research protocols for studies on early childhood education
- Authored statistical analysis reports detailing investigative results of research studies

Education Law Center, Inc., Newark, NJ September 2009-July 2011
Associate

- Conducted all aspects of litigation in special education due process and discrimination hearings
- Reviewed and analyzed statistical special education reports in conjunction with litigation
- Authored research memoranda, summary reports and analyses for use in special education litigation
- Drafted legal memoranda, pleadings, pre- and post-trial motions
- Collaborated in the development of a grant application that procured \$36,100 in funding for community initiatives in special education and disability law from the MBNA Foundation of Delaware

ADDITIONAL EXPERIENCE

School District of Philadelphia, Philadelphia, PA September 2014-May 2016
Language Arts Coach

- Mentor immigrant students at West Philadelphia High School who are non-native speakers of English
- Supervise English conversation exercises and assist students with written homework

Smith & Jones, LLP, Newark, NJ

Summers 2007, 2008

Summer Associate

- Responsible for pre-trial investigation and analysis in complex employment litigation proceedings
- Assisted in trial preparation, issue analysis and litigation strategy development
- Assigned to employer defense, product liability, and employee claims litigation teams

AWARDS AND HONORS

- Distinguished Tutor Award, School District of Philadelphia, 2015
- Emerson Fund Fellow at the Education Law Center, 2009-2011
- President's Scholar, Rutgers University School of Law, 2008-2009

COMMUNITY SERVICE EXPERIENCE

New Jersey Democratic State Committee, 2006-2011
Democratic State Committee Chair
Member, Election Oversight Committee (2008-2010)

Bates College Alumni Association, 2006-2010
Regional Representative, Member Relations (2007-2009)

Newark Restoration Initiative, 2005-2009
Member

SKILLS

Computer: SAS, SPSS

Amy C. Student

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amystudent@gse.upenn.edu

EDUCATION

University of Pennsylvania, Graduate School of Education, Philadelphia, PA

Master of Science in Education in Intercultural Communication, expected May 2019

Relevant Courses: Managing People in Education, Counseling for Educators, Introductory Statistics for Educational Research

Chinese University of Hong Kong, Hong Kong

Bachelor of Arts, History, May 2017

Minor in Journalism and Communications

EXPERIENCE

Office of International Programs, University of Pennsylvania

August 2018–May 2019

Graduate Assistant

- Organized conferences and seminars for students who have returned from study abroad programs (“Reentry Conference”) and who are currently considering study abroad (“Know Before You Go”).
- Planned “Talk and Tastes” events once a month for international students.
- Helped students submit study abroad applications.
- Handled front desk tasks such as telephone inquiries and appointment scheduling.
- Utilized statistical methods to study the relationship between students’ study abroad experiences and their academic performance.

Lutheran Children and Family Service, Philadelphia, PA

May – July 2018

Immigration Assistant

- Assisted refugees and asylees with applying for green card. Provided affidavit of support to help refugees apply for their family members to come to the United States.

South Philadelphia High School, Philadelphia, PA

January – April 2018

English and Math Tutor

- Taught English and Mathematics to 11th grade students, predominantly new immigrants from Asian countries, including China, Cambodia and Vietnam. Helped them in adjusting to an English learning environment.

International House, Philadelphia, PA

September 2017– May 2018

Office Assistant

- Guided tours for visitors. Assisted in planning residential programs to provide social interaction among the residents.
- Oriented new residents and aided international students in adjusting to their new living environment.

Better Chinese Ltd., Hong Kong

February – July 2017

Mandarin Chinese Language Teacher and Administrative Coordinator

- Taught Mandarin Chinese to both children and adults from English and Cantonese-speaking backgrounds.
- Assisted in designing publications and teaching materials. Helped the manager of personnel department with administrative work.

National Semiconductor, Hong Kong

June – August 2016

Executive Assistant Intern

- Conducted marketing research for company’s product.
- Analyzed questionnaires collected from tradeshow, exhibitions and seminars.

True Light Middle School, Hong Kong

September 2015 – May 2016

Volunteer English Teacher

- Taught English to a class of twenty Secondary 3 (Grade 9) students. Designed a teaching program based on British O-Level English curriculum. Designed visual aids to facilitate students’ understanding of the teaching material.

Family Tutor, Hong Kong

September 2015 – May 2016

- Counseled and tutored a 10-year-old child with autism four times a week. Taught English, Mathematics, Chinese and Science with a story-telling approach, using a lot of visual aids and multimedia tools.

ACTIVITIES

Hong Kong Outstanding Students’ Association, Hong Kong

September 2015 – May 2017

Member (Position attained through competitive selection process)

- Organized activities for students coming from different secondary schools (high schools) in Hong Kong, including Sex Education Forum, Volunteer Trainings, summer camps, travel and exchange tours, and annual dinners.

History Society of New Asia College, Chinese University of Hong Kong,

September 2016 – May 2017

Vice-President

- Organized events including annual book fair, graduation party, annual faculty-student dinner, and intercollegiate field trips for the history students. Held regular meetings to enhance faculty-student relationships.

SKILLS

Language: Fluent in Chinese (both Cantonese and Mandarin), Shanghai dialect, and English. Conversational Japanese.

Computer: MS Word, Excel, PowerPoint. SPSS. Extensive experience in using PowerPoint to design teaching aids and presentation materials.

Mary Student

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SUMMARY OF QUALIFICATIONS

- Program Development, Advocacy and Mentoring experience with refugee and migrant populations
- Strategic Planning for non-profit development
- English/Literacy Teaching and Curriculum Development experience in urban and international settings

EDUCATION

University of Pennsylvania, Philadelphia, PA

M.S.Ed. in International Educational Development, *expected May 2019*

Liberal Arts University, Any City, CA

B.A. in Literature, *May 2016*

RELEVANT EXPERIENCE

Philadelphia Burmese Women's Health Initiative Fellow

Nationalities Service Center, Philadelphia, PA — *October 2018-June 2019*

This initiative, funded by a grant from Women's Way, is a participatory project focused on the Burmese refugee community in South Philadelphia.

- Developed various health programs in collaboration with the surrounding community
- Co-facilitated focus groups of community residents to assess needs with community leaders
- Organized health screening fair attended by 150 women and girls.
- Advocated for state mandated interpretation at local clinics

Volunteer Mentor

Project WELCOME, Philadelphia, PA — *July-August 2018*

- Mentored a refugee during a summer program
- Connected the refugee to key resources and helped her secure employment by providing assistance with resume writing and interviewing.

English and Language Arts Teacher

Denver Middle School (Teach for America), Denver, CO — *August 2016-June 2018*

- Taught seventh grade English and Language Arts at a charter school serving students coming from low income households.
- Started and coached a middle school tennis team of 12 students, who won 2nd place in the 2017-2018 Denver Junior High tournament
- Wrote a full literature, writing, and grammar curriculum that was more contextualized
- A 30% increase in proficiency in reading and writing scores on state standardized tests

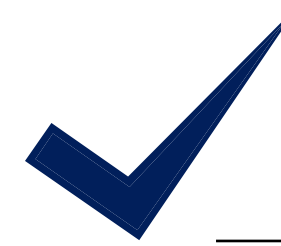
English and Substitute Teacher

Integrated Tribal Development Program (ITDP), Chiang Mai, Thailand — *January-May 2016*

- Taught at a local school in the Karen Ma O Jo village.
- Learned about the Migrant Learning Centers along the Thailand Burma border
- Worked with various medical teams to help patients complete intake forms
- Organized tools and materials for a water well and school building project.

ADDITIONAL EXPERIENCE

- Intern, BOSS Readers Literacy Training, 2017
- Intern, Worldwide Opportunities on Organic Farms, 2015
- Volunteer, Oxford Gatehouse Homeless Charity, 2014



GSE RESUME CHECKLIST

FORMAT

- Your margins are at least 0.65" on all sides and your font size is at least 10pt
- Your section headers are all spelled correctly (Spellcheck does not automatically check words in ALL CAPS)
- You have provided your degree ("Candidate for Master of Science in Education", for example)
- You have included cities and states for each experience in all sections, and formatted them consistently. (Make sure locations are listed in the same place for each experience in every section, and use two-letter state abbreviations)
- All your experiences have dates – including months or seasons – and are formatted consistently (Be especially mindful of alignment, spacing, how you abbreviate months, and dashes: – versus -)

ORGANIZATION

- Your "Education" section is listed before your Experience section(s)
- You've strategically targeted your audience in your "Experience" sections when applicable (e.g. "Teaching Experience," "Research Experience", "Relevant Experience")
- Your experiences are listed in reverse-chronological order (most recent at the top of each section)
- There is a dedicated section for relevant skills (including foreign languages) and if applicable, interests.

CONTENT

- When applicable, you have listed relevant coursework, providing specific course names instead of numbers
- You begin all phrases with precise, active resume verbs and omit passive or vague phrasing
- You note relevant contextual information such as specific populations or issues that were engaged, as well as specific clinical or research methods used in your work.
- When applicable, you have indicated results or impact from your work in a way that aligns with the specific position and type of work
- You along with a friend, family member, or someone else have proofread for typos

CAREER SERVICES RESOURCES



Handshake

Penn's student/employer interface with access to events and appointments with career advisors



Penn Career Services Website

Find resources for every step of the job search process. Sign up to receive customized newsletters with events and opportunities



Education & Academia Community Page

On the Career Services website, this community page posts jobs, news, and resources for those working in the field of education and academia

HAVE MORE QUESTIONS
ABOUT YOUR RESUME?

MAKE AN APPOINTMENT
WITH A CAREER ADVISOR!

