

Jane Doe

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Country of Citizenship: United States of America

Veterans' Preference: No

AVAILABILITY

Job Type: Permanent, Temporary Promotion, Federal Career Intern

Work Schedule: Full Time, Part Time

Desired Locations: US-DC-Washington/Metro, US-VA-Northern

WORK EXPERIENCE

Research Assistant

9/2009 - Present

Employer: Department of Political Science - The George Washington University

11 West 1 Street, Washington, DC 21221

Salary: 12 USD Per Hour / Hours per week: 25

Contact Supervisor: Yes / Supervisor's Name: Dr. Bob Smith / Supervisor's Phone: (202) 555-5555

- Wrote reports using Microsoft Word about international security and political economies, including graphs and charts, which provided professors with crucial information necessary to conduct their research.
- Edited draft-articles later published in International Affairs Magazine, ensuring consistent formatting, punctuation.
- Managed database in Microsoft Access by retrieving and entering data from over 15 projects, creating a centralized location for 25 staff members to easily access information for conducting research.
- Coordinated with 25 faculty members and research partners from the research team via telephone and email to prepare weekly meetings and facilitate communication among research leaders which improved team efficacy and efficiency by brainstorming ideas and meeting deadlines.
- Improved project efficiency by supervising research tasks among 3 freshman assistants which helped in completing time-sensitive assignments.

Security Supervisor

11/2008 - 8/2009

Employer: Commercial Development Corporation (CDC)

9700 Charles Street, Baltimore, MD 21201

Salary: \$75,000, 40 hours/week

Contact Supervisor: Yes / Supervisor's Name: Mark Freedman / Supervisor's Phone: (410) 570-3708

- Led and supervised a security team comprised of 26 employees across 5 multi-million dollar commercial and transportation projects. Under my direction our team reduced internal thefts by 50 percent.
- Applied loss prevention techniques and investigated external theft incidents with procured vendors, resulting in legal action and leading to \$1.5 million in cost-savings.
- Strategically assessed and recommended surveillance technology for critical areas.
- Established policies for tracking and reporting missing inventory with CDC Accounting.

Investigative Security Specialist, GS-11

6/2003 - 10/2008

Employer: Federal Emergency Management Agency (FEMA)

500 C Street SW, Washington, DC 20026

Salary: \$25/hour, 40 hours/week

Contact Supervisor: Yes / Supervisor's Name: Christopher Hansen / Supervisor's Phone: (202) 555-1212

Clearance: Department of Homeland Security, Secret Clearance, August 2003

- Reviewed over 15 requests for background investigations weekly; forwarded them to investigative authority.
- Served as the trusted liaison to transmit guidance from the Chief, Disaster Security Operations Branch to team members to ensure safety and protection during operational activities.
- Maintained an organized filing system of over 2.5 million field Security Reports. Developed monthly and annual statistical information, which were used to enhance the 5 FEMA security programs.
- Tested the operational readiness of the new Security ID Badging and Alarm systems.

EDUCATION

Florida International University, Miami, FL 01/2008 - 5/2010
Bachelors of Arts in Political Science
Major: Political Science / Completed: 120 Semester Hours
GPA: 3.45 out of 4.0

TRAININGS & CERTIFICATIONS

Security Technician 01/2008 - 5/2010
National Security Training Academy, Alexandria, VA

Video Surveillance - # 11121 01/2010
National Security Board, Washington, DC

COMPUTER SKILLS

Advanced: PC and Macintosh Operating Systems, Internet
Intermediate: Microsoft Word, Excel, Powerpoint, and Outlook
Basic: SharePoint

LANGUAGES

Spanish: Spoken: Intermediate, Written: Intermediate, Read: Intermediate

AFFILIATIONS

International Affairs Society – Florida International University 01/2008 - 5/2010
Vice President

- Recruited over 15 student candidates for organizations; facilitated their professional development.
- Served as the trusted liaison to Student Government Associations in order to fundraise for non-profit causes such as Relay for Life, Cancer Association, and MAAD.
- Facilitated workshops and informational sessions on high school to college transition which acclimates new students and their parents to Florida International University

College Democrats – Florida International University 01/2008 - 5/2010
Events Chair

- Recruited over 25 student candidates for organizations; placed students in key events for Alumni highlight events
- Organized 12 student events county and campus-wide that served over 500 students.
- Planned semiannual meetings, developed recruitment efforts and served as the organization's representative at student association meetings.

REFERENCES

Dr. Albert Einstein, Department Chair
Department of Science – Florida International University
Phone Number: (202) 555-XXXX
Email Address: AEinstein@fiu.edu
Reference Type: Professional

Dr. George Washington, Dean of Elliott School of
International Affairs
The George Washington University - International Affairs
Phone Number: (202) 555-XXXX
Email Address: GW@publicservice.com
Reference Type: Professional

John Doe, Director
ABC Tech
Phone Number: (909) 555-XXXX
Email Address: JD@publicservice.com
Reference Type: Professional