

Sample Resume 1 – Less Experienced

GEORGE WASHINGTON

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PROFILE

Young professional with a strong background in Western Hemisphere affairs, including living and travel experience in Latin America. Effective research and communication skills with the proven ability to provide logistical support to government and non-government actors and to prioritize multiple projects. Bilingual (English and Spanish) with computer skills in html code and website design.

EDUCATION

The George Washington University
Elliott School of International Affairs
Masters of Arts in International Affairs

Washington, DC
May 2020

- Relevant Coursework:
- Honors & Awards:

University of Georgia
Bachelor of Arts in International Affairs

Athens, GA
May 2018

- On-Campus Involvement:
- Honors & Awards:

Pontifical Catholic University of Valparaiso, Chile
Study Abroad Program

Valparaiso, Chile
August-December 2017

PROFESSIONAL EXPERIENCE

U.S. Department of State, Bureau of Western Hemisphere Affairs (WHA)
Staff Assistant, Front Office to the Assistant Secretary

Washington, DC
June 2018-Present

- Compile, edit, and distribute the Assistant Secretary's Daily Activity Report at the conclusion of each day.
- Draft cables containing information for personnel at U.S. regional posts to understand and implement WHA's policies related to the defense of human rights.
- Organize meetings and obtain cable clearances for Senior Advisors.
- Possess a Top Secret Level Security Clearance.

Inter-American Dialogue
Intern, Foreign Policy Department

Washington, DC
January-May 2018

- Conducted background research for Program Associates on a variety of subjects, including Mexican judicial reform, U.S.-Latin American trade policies, and Brazilian domestic education efforts.
- Redesigned and updated the Dialogue's Social Policy, Energy Policy, and Latin American Economies Roundtable webpages.
- Assisted Program Associates with organizing meetings and international travel arrangements for Dialogue senior members and staff.
- Performed administrative duties for the Dialogue including answering phones and greeting guests.

ADDITIONAL INFORMATION

Associations & Activities:

Publications:

Sample Resume 2 – More Experienced

Georgia Washington

Phone Number • Email Address • LinkedIn Profile Link

PROFILE

Mid-career economic consultant with more than eight years of experience meeting domestic and global client needs. Capable of assessing economic impacts of international factors on U.S. business interests. Documented record of success in increasing company revenue and generating business development. Fluent in Spanish and English and experience utilizing both languages in a professional setting.

EXPERIENCE

Consulting Firm

Washington, DC

Associate

12/12-Present

Key member of a small, prestigious international consulting firm responsible for client management, consulting, and new business development.

- Analyzed and delivered a written report on the economic and political climate in the Caucuses and South Asia for the potential growth of a joint venture based in Georgia.
- Investigated current and future economic growth, per capita income, disposable income, size of the target market, advertising potential, intellectual property protection and enforcement, and sentiment toward the West and Western culture, among others, in national markets of particular interest to the company.
- Reviewed the effects on the U.S. economy of lifting U.S. unilateral food and medical sanctions on Cuba in a client commissioned report delivered at a June 2014 conference on Capitol Hill.
- Conducted interviews with the media following the release of the report, including a radio interview with Bloomberg Radio Español.
- Served as a speaker and panel participant at the company's annual meeting regarding market conditions in Cuba and the outlook for U.S. agricultural exports to that nation.

Development Organization

McLean, VA

Field Consultant

5/09-5/12

Consulted for more than 30 DC area franchises to produce higher sales volumes and increased profitability.

- Created an annualized 9% increase in revenue amounting to nearly \$3 million in total sales.
- Developed 11 new franchises in the metropolitan Washington, DC area working with the franchisee from the point that the franchise was purchased until the location was open for business.
- Designed, devised, and implemented practices and strategies with franchisees to increase revenues and store profitability through re-engineering business processes in the areas of store promotions and marketing, managing employee turnover, customer service, and overall business efficiency.

EDUCATION

The George Washington University, Elliott School of International Affairs

Washington, DC

Master of Arts, Latin American & Hemispheric Studies

5/12

University of Maryland

College Park, MD

Bachelor of Arts in Spanish

5/08

SKILLS

Foreign Language: Fluent in oral and written Spanish

Computer: Microsoft Windows, Word, Excel, Outlook, QuarkXPress, Photoshop, and Twitter