

# FirstName LastName

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## EDUCATION

Bachelor of Science, Metropolitan Studies  
Towson University, Towson, MD

May 20XX

- Minor: Business Administration
- Honors College

## RELATED EXPERIENCE

Policy Intern

February 20XX - Present

Business Network for Offshore Wind, Baltimore, MD

- Gain experience on federal and state energy policies, latest trends and ideas, and sectors needed to grow this once in a generation industry
- Research and prepare memos and reports for internal and external meetings and events
- Summarize and report on key government and industry meetings
- Support an industry database tracking offshore wind development
- Research and gather documentation on the Network's position in the energy industry

Summer Program Intern

May 20XX – August 20XX

Montgomery Coalition for the Homeless

- Analyzed program data using the Homeless Management Information System (HMIS)
- Helped research best practices and design new program models for housing and employment programs, including the Creative Housing Initiative Pilot Project and Safe Havens
- Supported program directors and case managers in effectively delivering the highest quality services

Volunteer

Villa Soleada Helping Honduras Trip, Honduras

June - July 20XX

- Built foundation of bilingual home at Villa Soleada
- Collaborated with Honduran locals and fellow students to teach English

## VOLUNTEER EXPERIENCE

- Member of Students Helping Honduras

June 20XX- Present

- Volunteer for Alternative Break Connections to Rome

June 20XX- August 20XX

## ADDITIONAL EXPERIENCE

Server

Bertucci's, Timonium, MD

August 20XX – November 20XX

- Aided customers in decision making and consistently fulfilled customer orders correctly
- Collaborated with fellow employees to ensure efficiency in meeting every customer's needs
- Served up to 30 customers seated at six tables concurrently