

FirstName LastName

Baltimore, MD - phone: (XXX) XXX-XXXX - email: tstudent@gmail.com - LinkedIn: (shorten link)

Education:

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

May 20XX

- Business Administration Minor
- GPA: 3.5
- Honors College

Relevant Coursework

POSC 375 PUBLIC ADMINISTRATION

- Researched and wrote a 10-page paper on the impact of new legislation with contract negotiations with Baltimore City Government for government contracting
- Worked in a group presentation on healthcare policy within the City of Baltimore and its impact on Medicaid recipients

Relevant Experience:

Policy Intern

Sept. 20XX – Present

Business Network for Offshore Wind, Baltimore, MD

- Research and prepare memos and reports for internal and external meetings and events bi-monthly
- Support an industry database tracking offshore wind development using NOAC computer systems
- Research and gather documentation on the Network's position in the energy industry aligned with State and Federal legislation

Summer Program Intern

May 20XX – Aug. 20XX

Montgomery Coalition for the Homeless, Rockville, MD

- Helped research best practices and design new program models for housing and employment programs, including the Creative Housing Initiative Pilot Project and Safe Havens
- Analyzed program data using the Homeless Management Information System (HMIS)

Work Experience:

Server

June 20XX – Aug. 20XX

Bertucci's, Timonium, MD

- Served up to 30 customers seated at six tables concurrently
- Collaborated with fellow employees to ensure efficiency in meeting every customer's needs

Skills and Certifications:

Technical Skills: Microsoft Office. Google Suite, HMIS, Canva

Language Skills: Conversational Spanish

Certifications: CPR Certification

Exp. July 20XX