

FirstName LastName

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

Education:

Bachelor of Science, Philosophy

May 20XX

Towson University, Towson, MD

- Minor: Business Administration
- GPA: 3.5
- Vice President, Progressive Democrats of Towson

Relevant Coursework

PHIL 460 WRITNG SEMINAR IN PHILOSOPHICAL STUDIES

- Developed 15-page thesis on the impact of Kant's philosophy on modern politics and the understanding of self within government.
- Presented at Towson Undergraduate Research Conference illustrating findings and action steps developed from thesis

Relevant Experience:

Legal Assistant

Sept. 20XX – Present

Baldwin, Goldbaum, and Schmidt, LLP, Baltimore, MD

- Organize cases by establishing and systematizing files; monitor calendars; meet numerous deadlines; document actions for lawyers and clients; input information into file database and case management software
- Develop critical thinking skills and expand ability to envision alternate scenarios through meetings with attorneys to discuss specifics cases bi-weekly

Analyst Intern

Sept. 20XX – May 20XX

Maryland Government, Annapolis, MD

- Communicated with supervisor to research and write weekly emails for fellow staff members
- Coordinated 20 events and activities with co-workers through local contacts

Work Experience:

Waiter

June 20XX – Aug. 20XX

Red Robin, Towson, MD

- Prioritized tasks to manage service to 15 customers concurrently in a fast-paced environment
- Aided customers based on their individual and unique needs while remaining professional and friendly leading to overall sales increase by %10

Skills and Certifications:

Technical Skills: Microsoft Office, Google Suite, Canva, Weebly

Language Skills: Proficient in Spanish

Certifications: Election Clerk Certification

Exp. July 20XX