

FirstName LastName

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

Education:

Bachelor of Science in Political Science

May 20XX

Towson University, Towson, MD

- Minor: History
- GPA: 3.5
- Awarded the merit-based TU Board of Control Scholarship

Relevant Coursework

Seminar in Law and Judicial Systems

- Creative active website to track state supreme court cases analyzing legal rights for migrant workers and used a notification system to update concerned communities
- Analyzed misconceptions and issues within the green card systems and accessibility on the state and federal level

Public Administration

- Workshopped the systems to file and access local grants within Baltimore County to support recreational programs during the summer for students
- Analyzed the needs for paperwork filing for appointments and candidacy for local and county elections within Baltimore County

Relevant Experience:

Front Desk Clerk

June 20XX – Aug. 20XX

Anderson Law Office, Ocean City, MD

- Accurately and efficiently completed cash deposits of over \$15,000 weekly
- Oversaw billing and organization of relevant documents for the law office for the courts and filling bi-weekly
- Organized and scheduled appointments for clients with attorneys daily

Work Experience:

Test Technician

Sept. 20XX – Present

FedEx, Towson, MD

- Assessed electronic components' quality and functionality to ensure all orders met highest standards in product output for server functions within the administrative office
- Prepared 75 orders daily for shipping by organizing, accurately labeling, and packaging items

Skills and Certifications:

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

Language Skills: Conversational in Spanish

Certifications: CPR and First Aid Certification

Exp. July 20XX