

[Chronological Undergrad Resume with Courses]

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Jacob Jobseeker

Objective

A fast learner and dedicated worker, seeking an internship in human resources.

Education

Bachelor of Science in Public Policy

May 2018

Concentration: **Public and Nonprofit Human Resource Policy**

Andrew Young School of Policy Studies – **Georgia State University**, Atlanta, GA

- AmeriCorps Scholarship Earned for completing 300 hours of volunteer service.

Relevant Coursework:

- Families and Society
- Race and Ethnic Relations
- Working with Policy Data
- Human Communication
- Computer Information Systems
- American Government

Experience

Professional Promotions Brand Ambassador

XYZ Marketing, Inc., Atlanta, GA

2014-Present

- Serve as an independent contractor for various marketing companies hired to do promotional sales.
- Skills required to be a successful contractor include suggestive selling, interpersonal communication, sensitivity to diversity, and optimism.
- Acted as Field Marketing Manager for various accounts which included product display assembly and presentation, showcasing product lines, and ensuring administrative paperwork was filled out and sent to the clients and/or hiring marketing company.

Leadership Intern

Georgia Department of Labor, Unemployment Insurance – Appeals Unit, College Park, GA

Summer 2016

- Wrote office memos and responded to client complaints using MS Word and organized in an Excel spreadsheet under minimal supervision.
- While maintaining confidentiality, entered case information regarding unemployment benefits for the appealing party in the GDOL database system.
- Assisted executive management with the hiring and training of new staff by scheduling interviews, putting together selection packages, and training booklets.

Teaching Assistant

Centennial Place Family YMCA, Atlanta, GA

Sept. 2013-Feb. 2014

- Assisted the lead Pre-K teacher with routine activities and assignments for children ages 3 and 4.
- Managed classroom effectively while promoting a positive learning environment.
- Filed all class work for twenty children and documented children's daily routines for their parents to ensure effective parent communication and co-curricular involvement.

Volunteer Experience

Volunteer, **City of Refuge**, The Mission Church, Atlanta, GA

Summer 2013- Present

- Prepare and serve meals to homeless single women and children of the Eden Village Housing Center.

Jumpstart Volunteer, **AmeriCorps**, Atlanta, GA

Spring 2011

- Selected via competitive application and interviewing process.
- Taught children ages 4-5 read and write; Served as a mentor.

[Functional Resume]

SUSIE FUNCTIONAL

99 Azalea Drive, Decatur, GA 30303
sfunctional@hotmail.com (404) 111-2310

QUALIFICATIONS SUMMARY

Administrative Management and Support professional with experience working in fast-paced environments demanding strong organizational, technical, and interpersonal skills. Trustworthy, ethical, and adept at handling confidential information; committed to superior customer service. Confident and poised in interactions with individuals at all levels. Detail-oriented and resourceful in completing projects; able to multi-task effectively.

Capabilities include:

- Customer Service
- Word Processing
- Computer Operations
- Account Management
- Filing & Data Archiving
- Office Equipment Operation
- Telephone Reception
- General Accounting
- Problem Solving

EXPERIENCE HIGHLIGHTS

Administrative Support

- Performed administrative and secretarial support functions for the Vice President of a large sportswear manufacturer. Coordinated and managed multiple priorities and projects.
- Provided discreet secretarial and reception services for a busy family counseling center. Scheduled appointments and maintained accurate, up-to-date confidential client files.
- Assisted with general accounting functions; maintained journals and processed accounts payable and accounts receivable payments. Provided telephone support; investigated and resolved billing problems for an 18-member manufacturer's buying group. Trained and supervised part-time staff and interns

Customer Service & Reception

- Registered incoming patients in a hospital emergency room. Demonstrated ability to maintain composure and work efficiently in a fast-paced environment while preserving strict confidentiality.
- Conducted patient interviews to elicit necessary information for registration, accurate prioritization, and to assist medical professionals in the triage process.
- Orchestrated hotel special events and reservations; managed customer relations and provided exemplary service to all customers.

Management & Supervision

- Promoted rapidly from front desk clerk to assistant front office manager at an upscale hotel. Oversaw all operations including restaurant, housekeeping, and maintenance. Troubleshooted and resolved problems, mediated staff disputes, and handled customer complaints.
- Participated in staff recruitment, hiring, training, and scheduling. Supervised a front-desk staff.

EDUCATION & TRAINING

GRADUATE CERTIFICATE, Nonprofit Management, Georgia State University, 2016
BBA, Managerial Sciences, Georgia State University, 2013

EMPLOYMENT HISTORY

Accounting Assistant, Guardian, Inc., Peachtree City, GA (2012-2014)
Patient Services Registrar, Georgia Health System Hospital, Peachtree City, GA (2011-2013)
Assistant Front Office Manager, Sheraton Decatur, Decatur, GA (2009-2011)
Receptionist/Secretary, Family Counseling & Guidance Center, Griffin, GA (2008-2009)
Administrative Assistant, Southland Sportswear, Dacula, GA (Summer 2007)

VOLUNTEER EXPERIENCE

After School Tutor, Peachtree City Children's Home, Peachtree City, GA (2014-present)

- Tutor elementary school kids in math 5 hours per week

Donation Volunteer, Dacula Soup Kitchen, Dacula, GA (2014-2016)

- Coordinated and recorded intake of food donations from local food drives

Cancer Walk Coordinator, American Cancer Society, Dacula, GA (2013)

- Part of 5-person volunteer team that organized the Dacula Cancer Walk, which raised \$65,000 and had 300 participants

CHRISTOPHER CRIMINOLOGY

13 East Some Ave
Valdosta, GA, 33333
(404) 111-1111

Ccriminology25@student.gsu.edu

OBJECTIVE

To obtain a summer internship in private security or a related criminal justice field.

EDUCATION

Georgia State University, Andrew Young School of Policy Studies, Atlanta, GA
Bachelor of Science in Criminal Justice Expected Graduation December 2017

Georgia Military College, Valdosta, GA
Associate of Arts in History October 2011

CRIMINAL JUSTICE COURSE PROJECT

American Constitutional Law, Georgia State University Spring 2016

- Closely reviewed the *United States v. E.C. Knight Company., 156 U.S 1 (1895)* case
- Researched cases that influenced this case and created a timeline for all related cases
- Outlined all dissenting judge rulings
- Developed website summarizing case background, decisions and subsequent laws created based on the case ruling

WORK EXPERIENCE

Dollar Tree, Valdosta, GA June 2015 – August 2015
Store Associate

- Organized displays and racks with appropriate merchandise; Reported damaged products
- Provided excellent customer service with floor sales and assisted customers with purchases
- Monitored the quality of the goods sold in the store
- Assessed customer problems and complaints and quickly addressed issues
- Obtained knowledge of on-floor and backroom stock locations

Concept Packaging Group, Valdosta, GA January 2012 – May 2013
Warehouse Worker

- Created and maintained parts for whirlpools and jacuzzis, as part of the assembly line process
- Followed highly specific product measurements and kit guidelines
- Adhered to production deadlines
- Trained newly hired workers on products and services

SKILLS

- Microsoft Office (Including Excel and ability to build spreadsheets)
- Strong verbal and written communication skills; exceptional interpersonal skills
- Ability to work calmly under pressure, prioritize effectively and stay well organized

Heather Humanitarian

111 Doing Good Drive | Atlanta, GA 30315 | (678) 111.1111 | hhumanitarian@gmail.com

SUMMARY OF QUALIFICATIONS

- Ability to manage multiple high priorities in a fast-paced environment; Skilled at demonstrating good judgment and making decisions in challenging situations; Fast learner
- Exceptional interpersonal conflict resolution skills to be administered in any environment; Effective communications skills, written & oral
- Extensive knowledge of human development and behavior; Capable of intuitively affecting a desired result
- Proven leadership skills demonstrated through leading numerous academic group projects as well as in professional settings

EDUCATION

Bachelor of Social Work (BSW) - GPA 3.82; May 2016

Georgia State University, *Andrew Young School of Policy Studies*, Atlanta, GA

Associate of Science, Cum Laude - GPA 3.33; May 2014

Atlanta Metropolitan State College, Atlanta, GA

Business Office Administration Diploma - GPA 4.0; May 2007

Advanced Career Training Vocational School, Atlanta, GA

HUMAN SERVICES EXPERIENCE

Atlanta Legal Aid Society, Inc. - *Social Work Intern*, Atlanta, GA, 2015-present

- Develop social work intern protocols for future interns
- Institute suicide awareness and prevention strategies and tools
- Assess clients for social work services; empower and promote self-advocacy tips for clients
- Create and provide resource materials specific to address clients' needs; follow-up with clients
- Advocate for client's rights to services
- Utilize Legal Server system to access and establish case files and notes

Atlanta Metropolitan State College - *Office Manager*, Atlanta, GA, 2013-2014

- Supported Environmental Health and Safety Director prepare reports to be delivered to the State Board University System; Maintained all confidential environmental records in a secure database
- Shared in the organization and coordination of preparation for AMSC yearly Earth Day celebration

Youth Enhancement Services, Inc. - *Executive Assistant/Office Manager*, Atlanta, GA, 2010-2012

- Served as a human resources professional; Processed payroll through an online Paychex database system
- Directly supported the Executive Director and the YES staff; Recorded and replenished inventory
- Appraised reports and summarized time-sensitive documents to be reviewed by YES board member

ADDITIONAL WORK EXPERIENCE

Georgia State Waffle House - *Server*, Atlanta, GA, 2013-2016

- Recognized as Employee of the Month; Maintained high ranks as one of the best employees
- Proven record of performing beyond daily responsibilities; Frequent customer reviews reported to corporate as being the best server; Facilitated the calling out of up to twelve tickets at one time during morning rush

Waffle House - *Server*, Union City, GA, 2010-2012

- Handled patron requests; Settled customer issues & employee disputes as Floor Team Leader

PROFESSIONAL ASSOCIATIONS AND COMMUNITY INVOLVEMENT

- **National Association of Social Workers (NASW)** 2015-present
- **National Association for the Advancement of Colored People (NAACP)** 2015-present
- **Hands On Atlanta** 2015-present

[Combination Resume]

Izzy International

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Education

Andrew Young School of Policy Studies – Georgia State University, Atlanta, GA 5/2016
Master of Public Administration – GPA 4.0

Georgia Southern University, Statesboro, GA 5/2014
Bachelor of Science, Political Science – Summa Cum Laude, GPA 4.0
• *International Studies Minor; Honors Program Distinction*

Study Abroad:

- Albania, Greece, Montenegro and Kosovo, Summer 2012; Egypt, 1/2011

Public Affairs Experience

The George-Anne, Statesboro, GA 08/2013-05/2014
Political Columnist

- Composed weekly columns concerning current events
- Researched a wide array of issues while adhering to strict publication deadlines

Georgia Southern University, Model United Nations Team, Statesboro, GA 08/2012-05/2014
Delegate

- Researched international global policy issues within the context of various State governments
- Drafted award-winning policy memos and papers concerning global economic policy
- Collaborated with delegates of diverse backgrounds to draft hypothetical legislation at two conferences

Office of Congressman Phil Gingrey, Marietta, GA 05/2011-08/2011
Congressional Intern

- Prepared daily news briefs at the request of the Director of the Congressional Office
- Processed and addressed constituent concerns on behalf of Congressman Gingrey
- Reviewed and updated the congressional district's existing database on Non-Profit Organizations

International Experience

International Model United Nations Association, Inc., Atlanta, GA 10/2014
Administrative Director

- Oversaw the administration of conference services for the Southern United States Model United Nations High school conference
- Prepared conference materials before and throughout the duration of the conference
- Managed an administrative staff of 4 in executing the functions of the department

Additional Work Experience

Georgia State University, Andrew Young School of Policy Studies, Atlanta, GA 08/2014-Present
Graduate Research Assistant – Department of Public Management and Policy

- Provide support to faculty in the administration of several undergraduate courses
- Conduct extensive research on various topics of interest on behalf of Georgia State faculty

AquaGuard Pool Management, Associate, Marietta, GA 05/2013-08/2014

Georgia Southern University, Statesboro, GA
Office of Admissions, Admissions Rep. 08/2012-05/2014
Office of First-Year Experience, Peer Leader 08/2012-12/2012

Language Skills

Spanish – Intermediate (spoken and written)

[Curriculum Vitae (CV)]

ADAM ACADEMIC

11 Some Road ♦ Alpharetta, Georgia 30329 ♦ (770) 222-3498
academic35@yahoo.com

EDUCATION

Ph. D. Candidate (Public Policy) - May 2017 (expected)

Joint Georgia State University/Georgia Institute of Technology doctoral program - Atlanta, Georgia

Specialization: Disaster Management and Environmental Policy

Dissertation Title: “The Determinants of Disaster Preparedness: A Survey of New Orleans Organizations”

Chair: Dr. Parker Bolten

Masters of Arts – Economics

Georgia State University - Atlanta, Georgia, 2009

Masters of Business Administration – Water Resource Management and Policy

Darton University - Albany, Georgia, 2006

Bachelor of Agriculture – Agricultural Economics

University of Agriculture - Abeokuta (UNAAB), Ogun State, Nigeria, 2004

RESEARCH EXPERIENCE

Research Assistant - Andrew Young School of Policy Studies (AYSPS)

2012-Present

- Writing a literature review on the history of the U. S. Emergency Management System

Research Assistant - Georgia Institute of Technology, School of Public Policy

2009-2011

- Conducted interviews on disaster issues either individually or in conjunction with Dr. Roy Noon
- Helped design and code a follow-up survey for the interviewees
- Entered information into a database, analyzed the data and wrote a report
- Coordinated multiple stakeholders and facilitated the sharing of knowledge among them
- Helped to develop a proposal on the transportation of hazardous materials

Policy Analyst - Andrew Young School of Policy Studies and Georgia Health Policy Center

2008

- Led a team that developed a comprehensive database of health-related publications.

Research Assistant - Andrew Young School of Policy Studies, Environmental Economics

2006-2007

- Applied Geographic Information System (GIS) to map irrigated lands in southeast Georgia.
- Made substantial contribution to the final report.

Short-term Research Consultant - Water Planning and Policy Center, Albany, Georgia

2005

- Prepared a research report on desalination
- Provided strategic coordination/leadership on desalination issues

Research Assistant – Darton University, College of Business

2003-2005

- Provided administrative support to faculty members
- Used the internet to conduct literature review searches for faculty members

TEACHING EXPERIENCE

Georgia State University - Atlanta, Georgia

Lecturer, “Research Design”

Summer 2012

Graduate Teaching Assistant, “Macroeconomics”

2011-2012

Darton College - Albany, Georgia

2005

Guest lecturer, “Desalination”

COMMUNITY SERVICE PROJECTS

National Youth Service Corps (NYSC), Karu Local Government, Nigeria *March 2001–Feb. 2002*

- Served as a corps member for the Nigerian government upon graduation from the University of Agriculture.
- Worked as part of a community service team, which built public facilities for impoverished areas within the country and provided city beautification efforts.
- Self-initiated and managed two additional service projects, which were completed above and beyond the daily corps service requirements:

Poverty Reduction Project

- Developed a harvesting plan to grow fruits and vegetables which were donated to ten needy families

Facilities Enhancement Project

- Created a fundraising campaign to secure funding to provide office furniture and equipment for the NYSC office in Karu. The successful campaign raised approximately 27,000 Naira

AREAS OF RESEARCH AND TEACHING INTEREST

Disaster Policy (especially, earthquake policy)/Emergency Management, Environmental Policy, Poverty Issues, Natural Resource Management, Adaptive Ecosystem Management, Public Policy Analysis, Research Design, Organizational Behavior, Desalination.

CONFERENCE PAPERS AND PRESENTATIONS

Obstacles and Disaster Risk Reduction: A Survey of New Orleans Organizations, (Dr. Chris Smith, co-author), Southeastern Conference for Public Administration (SECOPA), Orlando, Florida, September 24th–27th, 2011.

Obstacles and Disaster Risk Reduction: A Survey of New Orleans Organizations, (Dr. Chris Smith, co-author), Andrew Young School of Policy studies, September 11, 2010.

Information and Disaster Risk Reduction: A Survey of New Orleans Organizations, (Dr. Chris Smith, co-author), Midwest Political Science Association, Chicago, Illinois, April 3-6, 2009.

The Role of Information in Disaster Risk Reduction: A Survey of New Orleans Organizations, (Dr. Chris Smith, co-author), Andrew Young School of Policy studies, March 25, 2009.

Actions and Perceptions of Disasters: A Survey of Organizations in New Orleans, Louisiana, (Dr. Chris Smith, co-author), Workshop for Original Policy Research, School of Public Policy, Georgia Institute of Technology, Atlanta, Georgia, September 28, 2008.

Digging Through the Rubble: A Meta-Analysis of Elite Opinion Flood Studies, (Dr. Chris Smith, co-author), Workshop for Original Policy Research, School of Public Policy, Georgia Institute of Technology, Atlanta, Georgia, September 21, 2008.

Influence of Political and Organizational Structure on Flood Decision Making: Preliminary Findings in New Orleans, LA, (Dr. Roberto Diaz and Dr. Chris Smith, co-authors), Mid-America Flood Center Annual Meeting, Chicago, February, 2008.

Adaptive Management in Developing Nations, Andrew Young School of Policy Studies, Georgia State University, 2007.

Desalination as a Water Source for Municipal and Industrial Water Users: The Future is Now (presented with Nancy Lynn, co-author), Georgia Water Resources Conference, University of Georgia, 2004.

WORKS IN PROGRESS

Influence of Political and Organizational Structure on Flood Decision Making: Preliminary Findings in New Orleans, (Dr. Roberto Diaz and Dr. Chris Smith, co-authors), Stakeholder report for the MAF Center.

Obstacles and Risk Reduction: A Survey of New Orleans Organizations (Dr. Chris Smith, co-author, submitted to *Natural Hazard Review*).

CONFERENCES ATTENDED

Annual Natural Hazard Research and Applications Workshop, Colorado, 2010 & 2011

Law Review Symposium, Atlanta, Georgia, February 2008

National Environmental Partnership Summit, Atlanta, Georgia, May 2007

HONORS/AWARDS

Carolyn Young Scholarship, AYSPS, GSU, 2011-2012

Graduate Research Assistantship, NSF and Mid-America Flood Center, 2010-2011

Graduate Research Assistantship, Georgia State University, 2006-2010

Most Outstanding MBA Student Award, Albany State University, Albany, Georgia, 2004

Certificate of Merit, NYSC, Nasarawa State, Nigeria, 2001

LANGUAGES

	<u>Reading</u>	<u>Writing</u>	<u>Speaking</u>
English (Native)	excellent	excellent	excellent
Arabic	good	fair	fair
French	fair	fair	fair
Yoruba (Native)	excellent	excellent	excellent

VOLUNTEER WORK

United Nations Online Volunteer, 2008-present

American Red Cross, Decatur, Georgia, 2005

Habitat for Humanity, Albany, Georgia, 2002-2004

Management Committee on Transportation (MANCOT), UNAAB, 1999-2001

COMPUTER SKILLS

- Stata and SPSS; GIS Arc View
- MS Office (including Excel and Access)

REFERENCES

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