

Education

May 20xx

University of Michigan, Ann Arbor, MI

Dual B.A. in Organizational Studies and Political Science

- Current G.P.A. of 3.65/4.00
- Writing Honors Thesis on Federal Human Capital Transformations
- 20xx-20xx Org. Studies Andy and Ellyn Lansing Leader Scholar Award

Internships

May 20xx-20xx

Partnership for Public Service, Washington, DC

Research Fellow

- Organized a base of background data from federal datasets and made recommendations to advance a project creating federal human capital indicators
- Created outline for use as the basis of a potential two-page publication about HR technology and provided research support to other projects and presentations
- Conducted initial research briefing team members and worked with external partners to assist in designing a future publication examining the Senior Executive Service
- Scribed notes during interviews with federal Chief Human Capital Officers for use in a upcoming publication after bearing nearly full responsibility of interview scheduling

May 20xx-Aug.20xx

U.S. Department of State, Washington, DC

Human Resources Intern

- Coordinated recruitment session attended by over 350 people and managed a team of 30 volunteers to execute the event to an 80% satisfaction rate among attendees
- Troubleshoot problems for implementing the computer-based Foreign Service exam after creating database for quantitatively and qualitatively analyzing survey data

May 20xx-Aug. 20xx

Center for Responsive Politics, Washington, DC

Communications Intern

- Published three articles about campaign finance issues for the Capital Eye Newsletter after researching, conducting interviews and analyzing campaign finance records
- Recommended, researched and developed basic tools which were used to enhance the online presence of the newsletter

Experience

Jan. 20xx-Present

Univ. of Michigan Interfraternity Council, Ann Arbor, MI Jan.

Executive Vice President

- Drove the creation of a performance management system to structure Council engagement and chapter growth while developing community indicators
- Advocated against hazing and incorporating new communities in prevention efforts
- Advised a leadership development body of younger students after studying and realigning the organization in conjunction with the group's executives

Sept. 20xx-Present

Univ. of Michigan Career Center, Ann Arbor, MI

Public Service Intern Program Coordinator (Sept. '06-Aug. '07), Peer Adviser

- Improved program quality while managing all aspects of internship program of 80+ students which saw an approximately 50% increase in applicants the following year
- Coached clients on career related issues by assessing client needs and delivering services through individual engagements and presentations to groups of 35+ people
- Developed ideas to improve outreach services by brainstorming with colleagues and spearheading the creation of a career advice blog

Additional

- The Michigan Daily – Editorial Board Member/Columnist, News Reporter
- Creating Peer Consulting corps with team in conjunction with a U-M office
- Phi Gamma Delta Fraternity – Executive Board Officer, 20xx Leadership Award
- Proficient Speaker of Hindi, Beginner level Spanish