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## NAME LASTNAME

City, State · Email Address · Phone Number

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### EDUCATION

American University, Washington, DC

Month and Year of Graduation

Degree, Major(s) and Minor(s)

Optional items: GPA (if 3.5/4.0 or higher), study abroad, relevant coursework, academic honors

### WORK EXPERIENCE

*Title, Organization Name, Location*

**Dates of Experience (Month and Year)**

- Specific and relevant accomplishments, projects, or experiences beginning with action verbs related to the job description, expected duties, and transferrable skills
- Placeholder text
- Placeholder text

*Title, Organization Name, Location*

**Dates of Experience (Month and Year)**

- Specific and relevant accomplishments, projects, or experiences beginning with action verbs related to the job description, expected duties, and transferrable skills
- Placeholder text
- Placeholder text

### CAMPUS INVOLVEMENT

*Title, Organization Name, Location*

**Dates of Experience (Month and Year)**

- Specific and relevant accomplishments, projects, or experiences beginning with action verbs related to the job description, expected duties, and transferrable skills
- Placeholder text
- Placeholder text

*Title, Organization Name, Location*

**Dates of Participation (Month and Year)**

- Specific and relevant accomplishments, projects, or experiences beginning with action verbs related to the job description, expected duties, and transferrable skills
- Placeholder text
- Placeholder text

### SKILLS

**Technology:** List software, social media tools, databases, statistical analysis tools, and other technical programs

**Language:** List language(s) and level(s) of proficiency

## STEPHANIE R. SMITH

Washington, DC · student@student.american.edu · (202) 222-5555

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### EDUCATION

American University (AU), Washington, DC

May 2026

Bachelor of Arts, History; minor in Philosophy

*Honors:* Cumulative GPA: 3.8/4.0, Dean's List (All Semesters)

#### *Relevant Courses and Projects:*

- Oliver Stone's America: Viewed 8 films including 'Platoon' and 'Scarface' and wrote 5-page analyses of plots and perspectives
- Twentieth Century Europe: Researched issues leading to World War I; created and delivered 15-minute oral presentation of findings at Robyn Rafferty Mathias Student Research Conference in session attended by 30 students and 2 professors

Charles University, Prague, Czech Republic

September-December 2025

Completed 15 credits in European government and politics

### WORK EXPERIENCE

Research Intern, Center for American Progress, Washington, DC

January 2023-Current

- Conduct research and draft weekly 300-word posts on U.S. government reform published on organization's ThinkProgress blog (read by 200-500 each week)
- Write 400-word summaries sent to internal staff of 30 after attending 1-2 weekly seminars and policy briefings
- Enter data using Excel and answer phones with 2 interns

Barista, AU Davenport Coffee Lounge, Washington, DC

January 2024- January 2025

- Collaborated with team of 3 colleagues interact with 125-150 customers and handle \$600-\$800 daily, paying close attention to detail to provide quality products

Intern, Office of U.S. Representative Carolyn B. Maloney, Washington, DC

August 2023-January 2024

- Conducted research on government oversight of annual budget and drafted summaries for 5 legislative members
- Led 30-minute tours of U.S. Capitol for 10-25 constituents each week, enhancing public speaking skills
- Greeted 20-100 visitors daily, answered phones, directed calls to staff of 20 and sorted mail

Intern, District Office of U.S. Representative Carolyn B. Maloney, New York, NY

June-August 2022 and 2023

- Researched and responded to 8-12 constituents daily on issues ranging from Medicare to veteran benefits
- Provided logistical support at 4 community board meetings, each with 100+ attendees
- Used Facebook and Twitter to promote community events such as annual BBQ and increased Congresswoman's social media followers more than 350% by developing online relationships with local organizations

Server, Corner Bistro, New York, NY

January 2022-August 2022

- Provided table service to 50+ customers and handled average of \$750 nightly
- Communicated effectively in English and Spanish with diverse group of customers and staff of 10

### CAMPUS INVOLVEMENT

Outreach Coordinator, AU Kennedy Political Union, Washington, DC

January 2025-May 2026

- Used Facebook and Twitter to promote annual series of 5-8 political lectures given by speakers such as DC Mayor, and AU alumna, Muriel Bowser to 9,000+ students

Editorial Reviewer, *Clocks and Clouds*, AU, Washington, DC

September 2024-January 2025

- Reviewed and provided constructive comments on 3 undergraduate journal submissions prior to publication

*Volunteer Tutor, DC Reads, Washington, DC.*

**October 2023- September 2024**

- Provided bi-weekly 2-hour tutoring in English, social studies and math to groups of 3 middle school students

## **SKILLS**

***Technology:*** Microsoft Word, Excel, PowerPoint, and Outlook; Adobe Creative Suite; SPSS; Google Analytics; WordPress

***Language:*** Spanish - Limited Working Proficiency